

# Title 132H WAC

## COMMUNITY COLLEGES—BELLEVUE COMMUNITY COLLEGE

<b>Chapters</b>			
<b>132H-106</b>	<b>Bylaws and standing orders of Community College District VIII.</b>	132H-104-120	Appointing authority. [Order 9, § 132H-104-120, filed 3/9/73.] Repealed by 78-10-017 (Order 61, Resolution No. 116), filed 9/13/78. Statutory Authority: RCW 28B.50.140.
<b>132H-108</b>	<b>Practice and procedure and formal hearing rules for contested case hearings.</b>	132H-104-130	Delegation of authority for higher education personnel law—Classified personnel. [Order 50, § 132H-104-130, filed 4/8/77; Order 9, § 132H-104-130, filed 3/9/73.] Repealed by 78-10-017 (Order 61, Resolution No. 116), filed 9/13/78. Statutory Authority: RCW 28B.50.140.
<b>132H-116</b>	<b>Parking and traffic rules.</b>	132H-104-140	Written contracts. [Order 9, § 132H-104-140, filed 3/9/73.] Repealed by 78-10-017 (Order 61, Resolution No. 116), filed 9/13/78. Statutory Authority: RCW 28B.50.140.
<b>132H-120</b>	<b>The student code of Community College District VIII.</b>	132H-104-150	Tenure. [Order 9, § 132H-104-150, filed 3/9/73.] Repealed by 78-10-017 (Order 61, Resolution No. 116), filed 9/13/78. Statutory Authority: RCW 28B.50.140.
<b>132H-121</b>	<b>General conduct.</b>		
<b>132H-122</b>	<b>Withholding services for outstanding debts.</b>		
<b>132H-131</b>	<b>Scholarships and financial aid.</b>		
<b>132H-133</b>	<b>Organization and general operating policies of Community College District VIII.</b>		
<b>132H-136</b>	<b>Library media center code.</b>		
<b>132H-140</b>	<b>Fees—Facility rental—Additional services for Community College District VIII.</b>		
<b>132H-142</b>	<b>First amendment activities for Community College District VIII.</b>		
<b>132H-155</b>	<b>Discrimination complaint procedure of Bellevue Community College.</b>		
<b>132H-160</b>	<b>Admissions, residency classification and registration regulations—Schedule of fees and financial aid for Community College District VIII.</b>		
<b>132H-169</b>	<b>Access to public records at Bellevue Community College.</b>		
<b>132H-204</b>	<b>Vehicle use policy.</b>		
<b>132H-400</b>	<b>Student athletic participation.</b>		
<b>132H-410</b>	<b>Family Education Rights and Privacy Act.</b>		
<b>132H-450</b>	<b>Environmental protection policy for Community College District VIII.</b>		
<b>DISPOSITION OF CHAPTERS FORMERLY CODIFIED IN THIS TITLE</b>			
<b>Chapter 132H-104 BYLAWS AND STANDING ORDERS OF GOVERNING BOARDS</b>			
132H-104-010	Regular meeting of Community College District VIII board of trustees. [Order 26, § 132H-104-010, filed 3/7/75; Order 5, § 132H-104-010, filed 10/5/72.] Repealed by 78-10-017 (Order 61, Resolution No. 116), filed 9/13/78. Statutory Authority: RCW 28B.50.140.	132H-105-010	Introduction. [Statutory Authority: RCW 28B.50.140. 81-19-094 (Order 74, Resolution No. 141), § 132H-105-010, filed 9/18/81; 78-10-017 (Order 61, Resolution No. 116), § 132H-105-010, filed 9/13/78.] Repealed by 92-13-093 (Order 111, Resolution No. 202), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. Later promulgation, see WAC 132H-106-010.
132H-104-020	Procedure—Audience participation. [Order 8, § 132H-104-020, filed 3/9/73.] Repealed by 78-10-017 (Order 61, Resolution No. 116), filed 9/13/78. Statutory Authority: RCW 28B.50.140.	132H-105-020	Offices of the board of trustees. [Statutory Authority: RCW 28B.50.140. 78-10-017 (Order 61, Resolution No. 116), § 132H-105-020, filed 9/13/78.] Repealed by 92-13-093 (Order 111, Resolution No. 202), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. Later promulgation, see WAC 132H-106-020.
132H-104-030	Procedure—Order of the agenda. [Order 8, § 132H-104-030, filed 3/9/73.] Repealed by 78-10-017 (Order 61, Resolution No. 116), filed 9/13/78. Statutory Authority: RCW 28B.50.140.	132H-105-030	Meetings of the board of trustees. [Statutory Authority: RCW 28B.50.140. 83-05-051 (Order 83, Resolution No. 154), § 132H-105-030, filed 2/16/83; 78-10-017 (Order 61, Resolution No. 116), § 132H-105-030, filed 9/13/78.] Repealed by 92-13-093 (Order 111, Resolution No. 202), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. Later promulgation, see WAC 132H-106-030.
132H-104-040	Preparation of agenda materials. [Order 8, § 132H-104-040, filed 3/9/73.] Repealed by 78-10-017 (Order 61, Resolution No. 116), filed 9/13/78. Statutory Authority: RCW 28B.50.140.	132H-105-040	Agenda. [Statutory Authority: RCW 28B.50.140. 82-09-025 (Order 77, Resolution No. 146), § 132H-105-040, filed 4/13/82; 79-10-050 (Order 65, Resolution No. 122), § 132H-105-040, filed 9/17/79; 78-10-017 (Order 61, Resolution No. 116), § 132H-105-040, filed 9/13/78.] Repealed by 92-13-093 (Order 111, Resolution No. 202), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
132H-104-050	Distribution of board materials. [Order 8, § 132H-104-050, filed 3/9/73.] Repealed by 78-10-017 (Order 61, Resolution No. 116), filed 9/13/78. Statutory Authority: RCW 28B.50.140.	132H-105-050	Records of board meetings. [Statutory Authority: RCW 28B.50.140. 78-10-017 (Order 61, Resolution No. 116), § 132H-105-050, filed 9/13/78.] Repealed by 92-13-093 (Order 111, Resolution No. 202), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
		132H-105-060	Parliamentary procedure. [Statutory Authority: RCW 28B.50.140. 78-10-017 (Order 61, Resolution No. 116), § 132H-105-060, filed 9/13/78.] Repealed by 92-13-093 (Order 111, Resolution No. 202), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
		132H-105-070	Officers of the board. [Statutory Authority: RCW 28B.50.140. 78-10-017 (Order 61, Resolution No. 116), § 132H-105-070, filed 9/13/78.] Repealed by 92-13-093 (Order 111, Resolution No. 202), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. Later promulgation, see WAC 132H-106-040.

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- 132H-105-090 Restrictions of individual authority. [Statutory Authority: RCW 28B.50.140. 78-10-017 (Order 61, Resolution No. 116), § 132H-105-090, filed 9/13/78.] Repealed by 92-13-093 (Order 111, Resolution No. 202), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-105-100 Fiscal year of the board of trustees. [Statutory Authority: RCW 28B.50.140. 78-10-017 (Order 61, Resolution No. 116), § 132H-105-100, filed 9/13/78.] Repealed by 92-13-093 (Order 111, Resolution No. 202), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-105-110 Seal and name of the college. [Statutory Authority: RCW 28B.50.140. 78-10-017 (Order 61, Resolution No. 116), § 132H-105-110, filed 9/13/78.] Repealed by 92-13-093 (Order 111, Resolution No. 202), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. Later promulgation, see WAC 132H-106-050.
- 132H-105-120 Delegation of responsibility. [Statutory Authority: RCW 28B.50.140. 78-10-017 (Order 61, Resolution No. 116), § 132H-105-120, filed 9/13/78.] Repealed by 92-13-093 (Order 111, Resolution No. 202), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-105-130 Appointing authority. [Statutory Authority: RCW 28B.50.140. 78-10-017 (Order 61, Resolution No. 116), § 132H-105-130, filed 9/13/78.] Repealed by 92-13-093 (Order 111, Resolution No. 202), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-105-140 Delegation of authority for higher education personnel law—Classified personnel. [Statutory Authority: RCW 28B.50.140. 88-13-047 (Order 95, Resolution No. 178), § 132H-105-140, filed 6/10/88; 78-10-017 (Order 61, Resolution No. 116), § 132H-105-140, filed 9/13/78.] Repealed by 92-13-093 (Order 111, Resolution No. 202), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-105-150 Written contracts. [Statutory Authority: RCW 28B.50.140. 78-10-017 (Order 61, Resolution No. 116), § 132H-105-150, filed 9/13/78.] Repealed by 92-13-093 (Order 111, Resolution No. 202), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-105-160 Tenure. [Statutory Authority: RCW 28B.50.140. 78-10-017 (Order 61, Resolution No. 116), § 132H-105-160, filed 9/13/78.] Repealed by 92-13-093 (Order 111, Resolution No. 202), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-105-170 Bylaws of the board of trustees. [Statutory Authority: RCW 28B.50.140. 78-10-017 (Order 61, Resolution No. 116), § 132H-105-170, filed 9/13/78.] Repealed by 92-13-093 (Order 111, Resolution No. 202), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. Later promulgation, see WAC 132H-106-060.

**Chapter 132H-112  
RULES FOR SELECTION OF  
A BARGAINING AGENT**

- 132H-112-003 Purpose. [Order 7, § 132H-112-003, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-112-006 Request for election—Canvass of academic employees by independent and neutral person or association. [Order 7, § 132H-112-006, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-112-009 Notice of election—Organizations to be included on ballot—Time for filing. [Order 7, § 132H-112-009, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-112-012 Contents of notice of election—Designation of chief election officer—Duties. [Order 7, § 132H-112-012, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.

- 132H-112-015 List of academic employees—Posting of list. [Order 7, § 132H-112-015, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-112-018 Election inspectors—Duties—Right to challenge voter—Improper conduct. [Order 7, § 132H-112-018, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-112-021 Ballots. [Order 7, § 132H-112-021, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-112-024 Record of vote—Signature—Challenge. [Order 7, § 132H-112-024, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-112-027 Incorrectly marked ballot. [Order 7, § 132H-112-027, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-112-030 Privacy for voter—Equipment. [Order 7, § 132H-112-030, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-112-033 Folding ballot—Ballot box. [Order 7, § 132H-112-033, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-112-036 Challenged ballot—Procedure. [Order 7, § 132H-112-036, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-112-039 Employees present entitled to vote—Sealing ballot box—Unused ballots. [Order 7, § 132H-112-039, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-112-042 Election inspectors' duties after voting has terminated. [Order 7, § 132H-112-042, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-112-045 Disposition of challenged ballots—Tally sheets—Investigation by chief election officer. [Order 7, § 132H-112-045, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-112-048 Counting of ballots—Procedure—Certification of results of election—Retention of ballots—Signed voting lists. [Order 7, § 132H-112-048, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-112-051 Electioneering within the polls forbidden. [Order 7, § 132H-112-051, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-112-054 Contest of election—Time for filing objections—Investigation of objections. [Order 7, § 132H-112-054, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-112-057 Persons eligible to vote—Definition of "academic employee." [Order 7, § 132H-112-057, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-112-060 Election determined by majority of valid votes cast—Run-off election. [Order 7, § 132H-112-060, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-112-063 Time lapse for new election. [Order 10, § 132H-112-063, filed 3/9/73; Order 7, § 132H-112-063, filed

10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.

**Chapter 132H-128**  
**REDUCTION IN FORCE POLICY**

- 132H-128-010 Title. [Order 44, § 132H-128-010, filed 1/14/74.] Repealed by 92-13-095 (Order 113, Resolution No. 204), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-128-020 Objective. [Order 44, § 132H-128-020, filed 1/14/74.] Repealed by 92-13-095 (Order 113, Resolution No. 204), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-128-030 Authority. [Order 44, § 132H-128-030, filed 1/14/74.] Repealed by 92-13-095 (Order 113, Resolution No. 204), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-128-040 Procedure. [Order 29, § 132H-128-040, filed 3/7/75; Order 44, § 132H-128-040, filed 1/14/74.] Repealed by 92-13-095 (Order 113, Resolution No. 204), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.

**Chapter 132H-132**  
**BELLEVUE COMMUNITY COLLEGE CALENDAR**

- 132H-132-010 Title. [Order 17, § 132H-132-010, filed 9/11/73.] Repealed by 03-14-014, filed 6/19/03, effective 7/20/03. Statutory Authority: RCW 28B.50.140.
- 132H-132-020 Bellevue Community College calendar. [Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-055, § 132H-132-020, filed 9/10/92, effective 10/11/92; Order 17, § 132H-132-020, filed 9/11/73.] Repealed by 03-14-014, filed 6/19/03, effective 7/20/03. Statutory Authority: RCW 28B.50.140.

**Chapter 132H-148**  
**AFFIRMATIVE ACTION PROGRAM**

- 132H-148-010 Title. [Order 3, § 132H-148-010, filed 9/19/72.] Repealed by 92-13-096 (Order 114, Resolution No. 205), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-148-020 Equal opportunity employer. [Order 3, § 132H-148-020, filed 9/19/72.] Repealed by 88-23-051 (Order 97, Resolution No. 182), filed 11/14/88. Statutory Authority: RCW 28B.50.140.
- 132H-148-030 Responsibility for administration and implementation. [Order 3, § 132H-148-030, filed 9/19/72.] Repealed by 88-23-051 (Order 97, Resolution No. 182), filed 11/14/88. Statutory Authority: RCW 28B.50.140.
- 132H-148-040 Affirmative action committee. [Order 36, § 132H-148-040, filed 10/10/75. Prior: Order 3, § 132H-148-040, filed 9/19/72.] Repealed by 88-23-051 (Order 97, Resolution No. 182), filed 11/14/88. Statutory Authority: RCW 28B.50.140.
- 132H-148-050 Personnel recruitment. [Order 3, § 132H-148-050, filed 9/19/72.] Repealed by 88-23-051 (Order 97, Resolution No. 182), filed 11/14/88. Statutory Authority: RCW 28B.50.140.
- 132H-148-060 Utilization analysis. [Order 3, § 132H-148-060, filed 9/19/72.] Repealed by 88-23-051 (Order 97, Resolution No. 182), filed 11/14/88. Statutory Authority: RCW 28B.50.140.
- 132H-148-070 Complaint of discrimination grievance procedure. [Order 3, § 132H-148-070, filed 9/19/72.] Repealed by 88-23-051 (Order 97, Resolution No. 182), filed 11/14/88. Statutory Authority: RCW 28B.50.140.
- 132H-148-080 Dissemination. [Order 3, § 132H-148-080, filed 9/19/72.] Repealed by 88-23-051 (Order 97, Resolution No. 182), filed 11/14/88. Statutory Authority: RCW 28B.50.140.
- 132H-148-090 Purchasing subcontractors. [Order 3, § 132H-148-090, filed 9/19/72.] Repealed by 88-23-051 (Order 97, Resolution No. 182), filed 11/14/88. Statutory Authority: RCW 28B.50.140.
- 132H-148-100 Public works projects. [Order 3, § 132H-148-100, filed 9/19/72.] Repealed by 88-23-051 (Order 97, Resolution No. 182), filed 11/14/88. Statutory Authority: RCW 28B.50.140.
- 132H-148-110 Equal employment opportunity/affirmative action policy. [Statutory Authority: RCW 28B.50.140. 88-23-051 (Order 97, Resolution No. 182), § 132H-148-110, filed 11/14/88.] Repealed by 92-13-096 (Order 114, Resolu-

tion No. 205), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.

**Chapter 132H-152**  
**SPECIAL GRIEVANCE PROCEDURES FOR COMMUNITY COLLEGE DISTRICT VIII**

- 132H-152-100 Special grievance procedures for Community College District VIII. [Order 53, § 132H-152-100, filed 10/3/77.] Repealed by 96-01-057, filed 12/15/95, effective 1/15/96. Statutory Authority: RCW 28B.50.140.
- 132H-152-110 Preamble. [Order 53, § 132H-152-110, filed 10/3/77.] Repealed by 96-01-057, filed 12/15/95, effective 1/15/96. Statutory Authority: RCW 28B.50.140.
- 132H-152-120 Grievance procedure. [Order 53, § 132H-152-120, filed 10/3/77.] Repealed by 96-01-057, filed 12/15/95, effective 1/15/96. Statutory Authority: RCW 28B.50.140.
- 132H-152-130 Appeals beyond institutional level. [Order 53, § 132H-152-130, filed 10/3/77.] Repealed by 96-01-057, filed 12/15/95, effective 1/15/96. Statutory Authority: RCW 28B.50.140.
- 132H-152-135 Discrimination complaint procedure. [Statutory Authority: RCW 28B.50.140. 02-14-006, § 132H-152-135, filed 6/20/02, effective 7/21/02; 96-01-057, § 132H-152-135, filed 12/15/95, effective 1/15/96.] Repealed by 03-14-013, filed 6/19/03, effective 7/20/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapter 132H-155 WAC.

**Chapter 132H-168**  
**ACCESS TO PUBLIC RECORDS**

- 132H-168-010 Access to public records. [Order 11, § 132H-168-010, filed 3/12/73.] Repealed by 99-10-045, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 28B.50.140.
- 132H-168-020 Purpose. [Order 11, § 132H-168-020, filed 3/12/73.] Repealed by 99-10-045, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 28B.50.140.
- 132H-168-030 Request for documents—Procedure. [Order 23, § 132H-168-030, filed 9/9/74; Order 11, § 132H-168-030, filed 3/12/73.] Repealed by 99-10-045, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 28B.50.140.
- 132H-168-040 Appeal. [Order 23, § 132H-168-040, filed 9/9/74; Order 11, § 132H-168-040, filed 3/12/73.] Repealed by 99-10-045, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 28B.50.140.
- 132H-168-050 Exemptions. [Order 34, § 132H-168-050, filed 8/7/75; Order 11, § 132H-168-050, filed 3/12/73.] Repealed by 99-10-045, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 28B.50.140.
- 132H-168-060 Copying. [Order 27, § 132H-168-060, filed 3/7/75; Order 23, § 132H-168-060, filed 9/9/74; Order 11, § 132H-168-060, filed 3/12/73.] Repealed by 99-10-045, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 28B.50.140.
- 132H-168-070 Protest. [Order 11, § 132H-168-070, filed 3/12/73.] Repealed by 99-10-045, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 28B.50.140.
- 132H-168-080 Office hours. [Order 11, § 132H-168-080, filed 3/12/73.] Repealed by 99-10-045, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 28B.50.140.
- 132H-168-090 Sanctions. [Order 11, § 132H-168-090, filed 3/12/73.] Repealed by 99-10-045, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 28B.50.140.
- 132H-168-990 Form—Request for public records. [Order 11, Form ADM50-5001 (codified as WAC 132H-168-990), filed 3/12/73.] Repealed by 99-10-045, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 28B.50.140.
- 132H-168-9901 Form—Appeal to decision to review public records. [Order 11, Form ADM50-5002 (codified as WAC 132H-168-9901), filed 3/12/73.] Repealed by 99-10-045, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 28B.50.140.
- 132H-168-9902 Form—Records office request for review of public records. [Order 11, Form ADM50-5003 (codified as WAC 132H-168-9902), filed 3/12/73.] Repealed by 99-10-045, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 28B.50.140.
- 132H-168-9903 Form—Request for copy of public record. [Order 11, Form ADM50-5004 (codified as WAC 132H-168-9903), filed 3/12/73.] Repealed by 99-10-045, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 28B.50.140.

**Reviser's note:** Later promulgation, see chapter 132H-169 WAC.

**Chapter 132H-200****GENERAL OPERATING POLICIES OF COMMUNITY COLLEGE DISTRICT VIII**

- 132H-200-010 Title. [Statutory Authority: RCW 28B.50.140. 83-18-001 (Order 85, Resolution No. 158), § 132H-200-010, filed 8/25/83.] Repealed by 92-19-048, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-200-020 Purpose. [Statutory Authority: RCW 28B.50.140. 83-18-001 (Order 85, Resolution No. 158), § 132H-200-020, filed 8/25/83.] Repealed by 92-19-048, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-200-040 Organization/operation information. [Statutory Authority: RCW 28B.50.140. 90-09-065 (Order 101, Resolution No. 188), § 132H-200-040, filed 4/18/90, effective 5/19/90.] Repealed by 92-19-048, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-200-100 Policy on the illness of alcoholism and other chemical dependency. [Statutory Authority: RCW 28B.50.140. 83-18-001 (Order 85, Resolution No. 158), § 132H-200-100, filed 8/25/83.] Repealed by 92-19-048, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-200-110 General policy on sexual harassment. [Statutory Authority: RCW 28B.50.140. 84-07-039 (Order 86, Resolution No. 162), § 132H-200-110, filed 3/20/84.] Repealed by 92-19-048, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-200-200 Commercial activity policy. [Statutory Authority: RCW 28B.50.140. 88-07-036 (Order 95, Resolution No. 177), § 132H-200-200, filed 3/11/88.] Repealed by 92-19-048, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-200-250 Policy on life threatening, chronic or debilitating illness. [Statutory Authority: RCW 28B.50.140. 88-13-048 (Order 96, Resolution No. 180), § 132H-200-250, filed 6/10/88.] Repealed by 92-19-048, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.

**Chapter 132H-106 WAC****BYLAWS AND STANDING ORDERS OF COMMUNITY COLLEGE DISTRICT VIII****WAC**

- 132H-106-010 Board of trustees.
- 132H-106-020 Offices of the board of trustees.
- 132H-106-030 Meetings of the board of trustees.
- 132H-106-040 Officers of the board.
- 132H-106-050 Seal and name of the college.
- 132H-106-060 Bylaws of the board of trustees.

**WAC 132H-106-010 Board of trustees.** The board of trustees is an agency of the state and derives its authority as described in chapter 8, Laws of 1967 ex. sess. It shall be the responsibility of the board of trustees to establish policy and to evaluate the total college program. The board of trustees shall appoint a college president to administer the college and shall delegate to him/her the authority and responsibility for implementation of board policy.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-093 (Order 111, Resolution No. 202), § 132H-106-010, filed 6/17/92, effective 7/18/92. Formerly WAC 132H-105-010.]

**WAC 132H-106-020 Offices of the board of trustees.** The board of trustees shall maintain an office at Bellevue Community College, 3000 Landerholm Circle S.E., Bellevue, Washington 98007-6484, where all records, minutes and the official college seal shall be kept.

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Persons may obtain information from and submit written comments or requests to the secretary of the board who is located in this office.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-093 (Order 111, Resolution No. 202), § 132H-106-020, filed 6/17/92, effective 7/18/92. Formerly WAC 132H-105-020.]

**WAC 132H-106-030 Meetings of the board of trustees.** Meetings may be held upon request by the chair or by a majority of the members of the board.

The board of trustees customarily holds a regular meeting at such time and place as it may designate approximately every six weeks from January through June and from September through December. Exact board meeting dates may be found in the Washington State Register or by contacting the president's office at (425) 564-2302.

(1) All regular and special meetings of the board of trustees shall be announced and held in accordance with chapter 42.30 RCW (the Open Public Meetings Act).

(2) No official business shall be conducted by the board of trustees except during a regular or special meeting.

(3) The board of trustees may convene in executive session whenever it is deemed necessary pursuant to RCW 42.30.110.

[Statutory Authority: RCW 28B.50.140. 02-10-067, § 132H-106-030, filed 4/26/02, effective 5/27/02. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-093 (Order 111, Resolution No. 202), § 132H-106-030, filed 6/17/92, effective 7/18/92. Formerly WAC 132H-105-030.]

**WAC 132H-106-040 Officers of the board.** Annually, at its June meeting the board elects from its membership a chair and vice-chair to serve for the ensuing year. In addition, the president of Bellevue Community College or the president's designee serves as secretary to the board of trustees as specified by state law.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-093 (Order 111, Resolution No. 202), § 132H-106-040, filed 6/17/92, effective 7/18/92. Formerly WAC 132H-105-070.]

**WAC 132H-106-050 Seal and name of the college.** The board of trustees of Community College District VIII shall maintain an official seal for use upon any or all official documents of the board. The seal shall have inscribed upon it the name of the college which shall be: Bellevue Community College.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-093 (Order 111, Resolution No. 202), § 132H-106-050, filed 6/17/92, effective 7/18/92. Formerly WAC 132H-105-110.]

**WAC 132H-106-060 Bylaws of the board of trustees.** Bylaws of the board may be revised by majority vote of the board.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-093 (Order 111, Resolution No. 202), § 132H-106-060, filed 6/17/92, effective 7/18/92. Formerly WAC 132H-106-060.]

## Chapter 132H-108 WAC

PRACTICE AND PROCEDURE AND FORMAL  
HEARING RULES FOR CONTESTED CASE  
HEARINGS

## WAC

132H-108-410	Model rules of procedure.
132H-108-420	Appointment of presiding officers.
132H-108-430	Method of recording.
132H-108-440	Application for adjudicative proceeding.
132H-108-450	Brief adjudicative procedures.
132H-108-460	Discovery.
132H-108-470	Procedure for closing parts of the hearings.
132H-108-480	Recording devices.

DISPOSITION OF SECTIONS FORMERLY  
CODIFIED IN THIS CHAPTER

132H-108-005	Formal hearing policy. [Order 42, § 132H-108-005, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-010	Grammatical definition. [Order 42, § 132H-108-010, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-020	Definitions. [Order 42, § 132H-108-020, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-030	Appearance and practice before agency. [Order 42, § 132H-108-030, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-040	Notice and opportunity for hearing in contested cases. [Order 42, § 132H-108-040, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-050	Service of process—By whom served. [Order 42, § 132H-108-050, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-060	Upon whom served. [Order 42, § 132H-108-060, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-070	Service upon parties. [Order 42, § 132H-108-070, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-080	Method of service. [Order 42, § 132H-108-080, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-090	When service complete. [Order 42, § 132H-108-090, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-100	Filing with agency. [Order 42, § 132H-108-100, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-110	Depositions and interrogatories in contested cases—Right to take. [Order 42, § 132H-108-110, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-120	Scope. [Order 42, § 132H-108-120, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-130	Officer before whom taken. [Order 42, § 132H-108-130, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-140	Authorization. [Order 42, § 132H-108-140, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-150	Protection of parties and deponents. [Order 42, § 132H-108-150, filed 3/5/76.] Repealed by 90-09-066 (Order

132H-108-160	102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140. Oral examination and cross-examination. [Order 42, § 132H-108-160, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-170	Recordation. [Order 42, § 132H-108-170, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-180	Signing attestation and return. [Order 42, § 132H-108-180, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-190	Use and effect. [Order 42, § 132H-108-190, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-200	Fees of officers and deponents. [Order 42, § 132H-108-200, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-210	Depositions upon interrogatories—Submission of interrogatories. [Order 42, § 132H-108-210, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-220	Interrogation. [Order 42, § 132H-108-220, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-230	Attestation and return. [Order 42, § 132H-108-230, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-240	Provisions of deposition rule. [Order 42, § 132H-108-240, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-250	Hearing officers. [Order 42, § 132H-108-250, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-260	Hearing procedures. [Order 42, § 132H-108-260, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-270	Duties of hearing officers. [Order 42, § 132H-108-270, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-280	Stipulations and admissions of record. [Order 42, § 132H-108-280, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-290	Definition of issues before hearing. [Order 42, § 132H-108-290, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-300	Continuances. [Order 42, § 132H-108-300, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-310	Rules of evidence—Admissibility criteria. [Order 42, § 132H-108-310, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-320	Tentative admission—Exclusion—Discontinuance—Objections. [Order 42, § 132H-108-320, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-330	Form and content of decisions in contested cases. [Order 42, § 132H-108-330, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

**WAC 132H-108-410 Model rules of procedure.** The model rules of procedure adopted by the chief administrative law judge pursuant to RCW 34.05.250, as now or hereafter amended, are hereby adopted for use at this institution. Those

rules may be found at chapter 10-08 WAC. Other procedural rules adopted in this title are supplementary to the model rules of procedure. In the case of a conflict between the model rules of procedure and procedural rules adopted in this title, the procedural rules adopted by this institution shall govern. Rules adopted at this institution prior to July 1, 1989, remain in full force and effect unless specifically repealed or amended.

[Statutory Authority: RCW 28B.50.140. 90-09-066 (Order 102, Resolution No. 189), § 132H-108-410, filed 4/18/90, effective 5/19/90.]

**WAC 132H-108-420 Appointment of presiding officers.** The president or president's designee shall designate a presiding officer for an adjudicative proceeding. The presiding officer shall be an administrative law judge, a member in good standing of the Washington State Bar Association, a panel of individuals, the president or his or her designee, or any combination of the above. Where more than one individual is designated to be the presiding officer, one person shall be designated by the president or president's designee to make decisions concerning discovery, closure, means of recording adjudicative proceedings, and similar matters.

[Statutory Authority: RCW 28B.50.140. 90-09-066 (Order 102, Resolution No. 189), § 132H-108-420, filed 4/18/90, effective 5/19/90.]

**WAC 132H-108-430 Method of recording.** Proceedings shall be recorded by a method determined by the presiding officer, among those available, pursuant to the model rules of procedure in WAC 10-08-170.

[Statutory Authority: RCW 28B.50.140. 90-09-066 (Order 102, Resolution No. 189), § 132H-108-430, filed 4/18/90, effective 5/19/90.]

**WAC 132H-108-440 Application for adjudicative proceeding.** An application for adjudicative proceeding shall be in writing. Application forms are available at the following address: 3000 Landerholm Circle, S.E., Room B202, Bellevue, Washington.

(1) Written application for an adjudicative proceeding should be submitted to the above address within twenty days of the agency action giving rise to the application, unless provided for otherwise by statute or rule.

[Statutory Authority: RCW 28B.50.140. 90-09-066 (Order 102, Resolution No. 189), § 132H-108-440, filed 4/18/90, effective 5/19/90.]

**WAC 132H-108-450 Brief adjudicative procedures.** This rule is adopted in accordance with RCW 34.95.482-494 [34.05.482-494], the provisions of which are hereby adopted. Brief adjudicative procedures shall be used in all matters related to:

- (1) Residency determinations made pursuant to RCW 28B.15.013, conducted by the admissions office;
- (2) Disputes concerning educational records;
- (3) Student conduct proceedings. The procedural rules in chapter 132H-200 WAC apply to these procedures.
- (4) Parking violations. The procedural rules in chapter 132H-116 WAC apply to these proceedings;
- (5) Outstanding debts owed by students or employees;
- (6) Loss of eligibility for participation in institution-sponsored athletic events, pursuant to chapter 132H-400 WAC.

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[Statutory Authority: RCW 28B.50.140. 90-09-066 (Order 102, Resolution No. 189), § 132H-108-450, filed 4/18/90, effective 5/19/90.]

**WAC 132H-108-460 Discovery.** Discovery in adjudicative proceedings may be permitted at the discretion of the presiding officer. In permitting discovery, the presiding officer shall make reference to the civil rules of procedure. The presiding officer shall have the power to control the frequency and nature of discovery permitted, and to order discovery conferences to discuss discovery issues.

[Statutory Authority: RCW 28B.50.140. 90-09-066 (Order 102, Resolution No. 189), § 132H-108-460, filed 4/18/90, effective 5/19/90.]

**WAC 132H-108-470 Procedure for closing parts of the hearings.** A party may apply for a protective order to close part of a hearing. The party making the request should state the reasons for making the application to the presiding officer. If the other party opposes the request, a written response to the request shall be made within ten days of the request to the presiding officer. The presiding officer shall determine which, if any, parts of the proceeding shall be closed, and state the reasons therefor in writing within twenty days of receiving the request.

[Statutory Authority: RCW 28B.50.140. 90-09-066 (Order 102, Resolution No. 189), § 132H-108-470, filed 4/18/90, effective 5/19/90.]

**WAC 132H-108-480 Recording devices.** No cameras or recording devices shall be allowed in those parts of proceedings which the presiding officer has determined shall be closed pursuant to WAC 132H-108-410, except for the method of official recording selected by the institution.

[Statutory Authority: RCW 28B.50.140. 90-09-066 (Order 102, Resolution No. 189), § 132H-108-480, filed 4/18/90, effective 5/19/90.]

## Chapter 132H-116 WAC PARKING AND TRAFFIC RULES

### WAC

132H-116-300	Preamble.
132H-116-310	Objectives of parking and traffic rules and regulations.
132H-116-315	Definitions.
132H-116-320	Applicable parking and traffic rules and regulations.
132H-116-330	Enforcement of parking and traffic rules and regulations.
132H-116-350	Permits required for vehicles on campus.
132H-116-351	Authorization for issuance of permits.
132H-116-352	Permit revocations.
132H-116-353	Right to appeal revocation.
132H-116-354	Transfer of permits.
132H-116-355	Responsibility of person to whom permit issued.
132H-116-356	Display of permits.
132H-116-357	Parking fees.
132H-116-360	Visitors—Exemption from permit requirements.
132H-116-405	Allocation of parking spaces.
132H-116-410	Parking within designated spaces.
132H-116-415	Day and evening parking.
132H-116-430	Special parking and traffic regulations authorized.
132H-116-431	Regulatory signs, markings, barricades, etc.
132H-116-432	Speed.
132H-116-433	Pedestrian's right of way.
132H-116-460	Parking—Operator's responsibility.
132H-116-470	Exceptions to parking and traffic restrictions.
132H-116-590	Motorcycles, bicycles, scooters.
132H-116-615	Issuance of traffic citations.
132H-116-620	Fines, penalties and impounding.
132H-116-630	Appeals of fines and penalties.
132H-116-655	Report of accident and theft.
132H-116-730	Regulatory signs, markings, barricades, etc.
132H-116-750	Delegation of authority.

132H-116-765 Liability of college.  
132H-116-790 Prohibition of literature.  
132H-116-791 Enforcement.

**DISPOSITION OF SECTIONS FORMERLY  
CODIFIED IN THIS CHAPTER**

132H-116-010 Prohibition of dumping. [Order 2, § 132H-116-010, filed 7/13/72 and Emergency Order 1, filed 7/13/72.] Repealed by Order 18, filed 8/10/73. Later promulgation, see WAC 132H-116-220.

132H-116-020 Off-road motor vehicle traffic. [Order 2, § 132H-116-020, filed 7/13/72 and Emergency Order 1, filed 7/13/72.] Repealed by Order 18, filed 8/10/73.

132H-116-030 Horseback riding. [Order 2, § 132H-116-030, filed 7/13/72 and Emergency Order 1, filed 7/13/72.] Repealed by Order 18, filed 8/10/73. Later promulgation, see WAC 132H-116-230.

132H-116-040 Driving without license. [Order 2, § 132H-116-040, filed 7/13/72 and Emergency Order 1, filed 7/13/72.] Repealed by Order 18, filed 8/10/73. Later promulgation, see WAC 132H-116-070.

132H-116-050 Title. [Order 12, § 132H-116-050, filed 3/12/73.] Repealed by Order 43, filed 8/10/76.

132H-116-070 Section I—Obligations of vehicle operator. [Order 12, § 132H-116-070, filed 3/12/73.] Repealed by Order 43, filed 8/10/76.

132H-116-080 Section II—Objectives of traffic rules and regulations. [Order 12, § 132H-116-080, filed 3/12/73.] Repealed by Order 43, filed 8/10/76. Later promulgation, see WAC 132H-116-310.

132H-116-090 Section III—Traffic rules and regulations. [Order 12, § 132H-116-090, filed 3/12/73.] Repealed by Order 43, filed 8/10/76. Later promulgation, see WAC 132H-116-320.

132H-116-100 Section IV—Pedestrians. [Order 12, § 132H-116-100, filed 3/12/73.] Repealed by Order 43, filed 8/10/76. Later promulgation, see WAC 132H-116-390.

132H-116-110 Section V—Registration of student vehicles. [Order 12, § 132H-116-110, filed 3/12/73.] Repealed by Order 43, filed 8/10/76.

132H-116-120 Section VI—Parking permit required for vehicles on campus. [Order 41, § 132H-116-120, filed 3/5/76; Order 38, § 132H-116-120, filed 12/5/75; Order 12, § 132H-116-120, filed 3/12/73.] Repealed by Order 43, filed 8/10/76. Later promulgation, see WAC 132H-116-350.

132H-116-130 Section VII—Placement of parking permits. [Order 12, § 132H-116-130, filed 3/12/73.] Repealed by Order 43, filed 8/10/76. Later promulgation, see WAC 132H-116-580.

132H-116-140 Section VIII—Responsibility of person to whom the permit is issued. [Order 12, § 132H-116-140, filed 3/12/73.] Repealed by Order 43, filed 8/10/76. Later promulgation, see WAC 132H-116-570.

132H-116-150 Section IX—Permit revocations. [Order 12, § 132H-116-150, filed 3/12/73.] Repealed by Order 43, filed 8/10/76. Later promulgation, see WAC 132H-116-520.

132H-116-160 Section X—Fines. [Order 37, § 132H-116-160, filed 10/10/75; Order 12, § 132H-116-160, filed 3/12/73.] Repealed by Order 43, filed 8/10/76. Later promulgation, see WAC 132H-116-620.

132H-116-170 Section XI—Appeals. [Order 37, § 132H-116-170, filed 10/10/75; Order 12, § 132H-116-170, filed 3/12/73.] Repealed by Order 43, filed 8/10/76. Later promulgation, see WAC 132H-116-630.

132H-116-180 Section XII—Impounding of vehicles. [Order 37, § 132H-116-180, filed 10/10/75; Order 12, § 132H-116-180, filed 3/12/73.] Repealed by Order 43, filed 8/10/76. Later promulgation, see WAC 132H-116-740.

132H-116-190 Section XIII—Speed limit. [Order 12, § 132H-116-190, filed 3/12/73.] Repealed by Order 43, filed 8/10/76. Later promulgation, see WAC 132H-116-370.

132H-116-200 Section XIV—Loss and damage. [Order 12, § 132H-116-200, filed 3/12/73.] Repealed by Order 43, filed 8/10/76. Later promulgation, see WAC 132H-116-440.

132H-116-210 Section XV—Parking areas. [Order 22, § 132H-116-210, filed 8/9/74; Order 12, § 132H-116-210, filed 3/12/73.] Repealed by Order 43, filed 8/10/76. Later promulgation, see WAC 132H-116-490.

132H-116-220 Section XVI—Prohibition of dumping. [Order 18, § 132H-116-220, filed 8/10/73.] Repealed by Order 43, filed 8/10/76. Later promulgation, see WAC 132H-116-760.

132H-116-230 Section XVII—Horses on campus. [Order 18, § 132H-116-230, filed 8/10/73.] Repealed by Order 43, filed 8/10/76. Later promulgation, see WAC 132H-116-770.

132H-116-340 Modification of parking and traffic regulations. [Order 43, § 132H-116-340, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.

132H-116-370 Speed. [Statutory Authority: RCW 28B.50.140. 82-04-005 (Order 75, Resolution No. 143), § 132H-116-370, filed 1/21/82; Order 43, § 132H-116-370, filed 8/10/76. Formerly WAC 132H-116-190.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.

132H-116-380 Regulatory signs and directions. [Order 43, § 132H-116-380, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.

132H-116-390 Pedestrians—Right of way. [Order 43, § 132H-116-390, filed 8/10/76. Formerly WAC 132H-116-100.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.

132H-116-400 Designated and assigned parking areas. [Order 43, § 132H-116-400, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.

132H-116-420 Disabled and inoperative vehicles—Impounding. [Order 43, § 132H-116-420, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.

132H-116-440 Liability of college. [Order 43, § 132H-116-440, filed 8/10/76. Formerly WAC 132H-116-200.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.

132H-116-450 Parking—Prohibited places. [Order 43, § 132H-116-450, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.

132H-116-480 Authorization for issuance of permits. [Statutory Authority: RCW 28B.50.140. 82-04-005 (Order 75, Resolution No. 143), § 132H-116-480, filed 1/21/82; Order 43, § 132H-116-480, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.

132H-116-490 Allocation of parking space and priorities of applicants. [Statutory Authority: RCW 28B.50.140. 82-04-005 (Order 75, Resolution No. 143), § 132H-116-490, filed 1/21/82; 79-10-052 (Order 63, Resolution No. 120), § 132H-116-490, filed 9/17/79; Order 43, § 132H-116-490, filed 8/10/76. Formerly WAC 132H-116-210.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.

132H-116-500 Visitors and guests. [Statutory Authority: RCW 28B.50.140. 82-04-005 (Order 75, Resolution No. 143), § 132H-116-500, filed 1/21/82; Order 51, § 132H-116-500, filed 4/8/77; Order 43, § 132H-116-500, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.

132H-116-510 Special permits. [Statutory Authority: RCW 28B.50.140. 79-10-052 (Order 63, Resolution No. 120), § 132H-116-510, filed 9/17/79; Order 43, § 132H-116-510, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.

132H-116-520 Permit revocations. [Statutory Authority: RCW 28B.50.140. 79-10-052 (Order 63, Resolution No. 120), § 132H-116-520, filed 9/17/79; Order 43, § 132H-116-520, filed 8/10/76. Formerly WAC 132H-116-150.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.

132H-116-530 Car pool permits. [Order 43, § 132H-116-530, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolu-



- tion No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-540 Second car permits. [Statutory Authority: RCW 28B.50.140, 79-10-052 (Order 63, Resolution No. 120), § 132H-116-540, filed 9/17/79; Order 43, § 132H-116-540, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-542 Temporary permit. [Statutory Authority: RCW 28B.50.140, 79-10-052 (Order 63, Resolution No. 120), § 132H-116-542, filed 9/17/79; Order 43, § 132H-116-542, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-550 Annual and quarterly permit periods. [Statutory Authority: RCW 28B.50.140, 82-04-005 (Order 75, Resolution No. 143), § 132H-116-550, filed 1/21/82; Order 43, § 132H-116-550, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-560 Parking area, zone and reserved space designations and area assignments. [Order 43, § 132H-116-560, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-570 Responsibility of person to whom permit issued. [Statutory Authority: RCW 28B.50.140, 79-10-052 (Order 63, Resolution No. 120), § 132H-116-570, filed 9/17/79; Order 43, § 132H-116-570, filed 8/10/76. Formerly WAC 132H-116-140.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-580 Display of permits. [Statutory Authority: RCW 28B.50.140, 82-04-005 (Order 75, Resolution No. 143), § 132H-116-580, filed 1/21/82; Order 43, § 132H-116-580, filed 8/10/76. Formerly WAC 132H-116-130.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-600 Annual parking fee payment. [Order 43, § 132H-116-600, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-610 Schedule of fees. [Statutory Authority: RCW 28B.50.140, 82-04-005 (Order 75, Resolution No. 143), § 132H-116-610, filed 1/21/82; Order 43, § 132H-116-610, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-640 Establishment of citation review committee, appointment of members and appointment of institutional hearing officer. [Order 43, § 132H-116-640, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-650 Jurisdiction of the citation review committee. [Order 43, § 132H-116-650, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-660 Procedure—Summons and service thereof. [Order 43, § 132H-116-660, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-670 Election to forfeit or contest. [Statutory Authority: RCW 28B.50.140, 79-10-052 (Order 63, Resolution No. 120), § 132H-116-670, filed 9/17/79; Order 43, § 132H-116-670, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-680 Procedure—Rules of evidence. [Order 43, § 132H-116-680, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-690 Procedure—Review decision. [Order 43, § 132H-116-690, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-700 Mitigation and suspension of fines. [Order 43, § 132H-116-700, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-710 Enforcement of the decisions of the citation review committee. [Order 43, § 132H-116-710, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-720 Procedure—Review decision appeal. [Statutory Authority: RCW 28B.50.140, 82-04-005 (Order 75, Resolution No. 143), § 132H-116-720, filed 1/21/82; Order 43, § 132H-116-720, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-740 Impounding of vehicles. [Statutory Authority: RCW 28B.50.140, 82-04-005 (Order 75, Resolution No. 143), § 132H-116-740, filed 1/21/82; 79-10-052 (Order 63, Resolution No. 120), § 132H-116-740, filed 9/17/79; Order 43, § 132H-116-740, filed 8/10/76. Formerly WAC 132H-116-180.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-760 Prohibition of dumping. [Order 43, § 132H-116-760, filed 8/10/76. Formerly WAC 132H-116-220.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-770 Horses on campus. [Order 43, § 132H-116-770, filed 8/10/76. Formerly WAC 132H-116-230.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-780 Bicycle and other foot propelled devices. [Statutory Authority: RCW 28B.50.140, 82-11-038 (Order 79, Resolution No. 148), § 132H-116-780, filed 5/12/82; 82-04-005 (Order 75, Resolution No. 143), § 132H-116-780, filed 1/21/82; Order 43, § 132H-116-780, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-800 Parking fees. [Order 51, § 132H-116-800, filed 4/8/77; Order 43, § 132H-116-800, filed 8/10/76.] Repealed by 84-07-040 (Order 87, Resolution No. 163), filed 3/20/84. Statutory Authority: RCW 28B.50.140.
- 132H-116-810 Parking and traffic fines schedule. [Statutory Authority: RCW 28B.50.140, 82-04-005 (Order 75, Resolution No. 143), § 132H-116-810, filed 1/21/82; 79-10-052 (Order 63, Resolution No. 120), § 132H-116-810, filed 9/17/79; Order 43, § 132H-116-810, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.

**WAC 132H-116-300 Preamble.** Under RCW 28B.50.-140(10) the board of trustees of Community College District VIII has the authority to establish rules and regulations for pedestrian and vehicular traffic over property owned, operated, or maintained by the college district.

[Statutory Authority: RCW 28B.50.140, 04-01-046, § 132H-116-300, filed 12/11/03, effective 1/11/04. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140, 92-13-097 (Order 115, Resolution No. 206), § 132H-116-300, filed 6/17/92, effective 7/18/92; Order 43, § 132H-116-300, filed 8/10/76.]

**WAC 132H-116-310 Objectives of parking and traffic rules and regulations.** The objectives of these regulations are:



(1) To protect and control pedestrian and vehicular traffic on property owned, operated, or maintained by the college district.

(2) To assure access at all times for emergency equipment.

(3) To minimize traffic disturbances.

(4) To facilitate the operation of the college by assuring access to vehicles.

(5) To allocate limited parking space for the most efficient use.

(6) To protect state property.

[Statutory Authority: RCW 28B.50.140. 04-01-046, § 132H-116-310, filed 12/11/03, effective 1/11/04. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-310, filed 6/17/92, effective 7/18/92; Order 43, § 132H-116-310, filed 8/10/76. Formerly WAC 132H-116-080.]

**WAC 132H-116-315 Definitions.** For the purpose of this chapter, the following terms and definitions shall apply:

(1) Board: The board of trustees of Community College District VIII, state of Washington.

(2) Campus: Any or all real property owned, operated, controlled, or maintained by Community College District VIII, state of Washington.

(3) Car pool: Any group of three or more faculty, staff, or students who commute to the college in the same vehicle.

(4) College: Bellevue Community College, or any additional community college hereafter established within Community College District VIII, state of Washington, and collectively, those responsible for its control and operations.

(5) Faculty members: Any employee of Community College District VIII who is employed on a full-time or part-time basis as a teacher, counselor, librarian or other position for which the training, experience and responsibilities are comparable as determined by the appointing authority, including administrative appointment.

(6) Foot propelled device: Wheeled devices including but not limited to skateboards, roller skates, roller blades, etc. designed or used for recreation and/or transportation purposes.

(7) Public safety officers: Employees of the college accountable to the vice-president of administrative services and responsible for campus security, public safety, and parking and traffic control.

(8) Staff: The administrative and classified members employed by the college.

(9) Student: Any person enrolled in the college.

(10) Vehicle: An automobile, truck, motorcycle, scooter or bicycle, both engine-powered and nonengine-powered.

(11) Visitor(s): Person(s) who come on to campus as guest(s), or who lawfully visit the campus for purposes in keeping with the college's role as an institution of higher learning in the state of Washington and are neither employees nor registered students of the institution.

[Statutory Authority: RCW 28B.50.140. 04-01-046, § 132H-116-315, filed 12/11/03, effective 1/11/04. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 93-12-007, § 132H-116-315, filed 5/19/93, effective 6/19/93; 92-13-097 (Order 115, Resolution No. 206), § 132H-116-315, filed 6/17/92, effective 7/18/92.]

(2007 Ed.)

**WAC 132H-116-320 Applicable parking and traffic rules and regulations.** The applicable parking and traffic rules and regulations upon the campus are:

(1) The motor vehicle and other traffic laws of the state of Washington. Title 46 RCW.

(2) The traffic code of the city of Bellevue.

(3) The Bellevue Community College parking and traffic regulations. In case of conflict among the provisions of the motor vehicle and other traffic laws of the state of Washington or the traffic code of the city of Bellevue and Bellevue Community College parking and regulations, the provisions of the state of Washington motor vehicle laws shall govern.

[Statutory Authority: RCW 28B.50.140. 04-01-046, § 132H-116-320, filed 12/11/03, effective 1/11/04. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-320, filed 6/17/92, effective 7/18/92; Order 43, § 132H-116-320, filed 8/10/76. Formerly WAC 132H-116-090.]

**WAC 132H-116-330 Enforcement of parking and traffic rules and regulations.** The vice-president of administrative services is responsible for parking and traffic management on campus. Duly appointed public safety officers of Bellevue Community College are delegated the authority to enforce all college parking and traffic rules and regulations.

[Statutory Authority: RCW 28B.50.140. 04-01-046, § 132H-116-330, filed 12/11/03, effective 1/11/04. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-330, filed 6/17/92, effective 7/18/92; Order 43, § 132H-116-330, filed 8/10/76.]

**WAC 132H-116-350 Permits required for vehicles on campus.** No person shall park, or leave any vehicle, whether attended or unattended, upon the campus of Bellevue Community College between 6:00 a.m. and 3:00 p.m. without properly displaying a valid permit issued by the public safety or cashing offices.

(1) A valid permit is:

(a) A current student or faculty/staff permit displayed in accordance with WAC 132H-116-356.

(b) A temporary permit authorized by public safety and displayed in accordance with instructions.

(2) The college reserves the right to refuse to issue a parking permit.

(3) Vehicles displaying government agency license plates do not need BCC parking permits.

[Statutory Authority: RCW 28B.50.140. 04-01-046, § 132H-116-350, filed 12/11/03, effective 1/11/04. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-350, filed 6/17/92, effective 7/18/92. Statutory Authority: RCW 28B.50.-140. 82-04-005 (Order 75, Resolution No. 143), § 132H-116-350, filed 1/21/82; 79-10-052 (Order 63, Resolution No. 120), § 132H-116-350, filed 9/17/79; Order 43, § 132H-116-350, filed 8/10/76. Formerly WAC 132H-116-120.]

**WAC 132H-116-351 Authorization for issuance of permits.** (1) The vice-president of administrative services or his or her designee is authorized to issue all parking permits.

Special permits are valid only in the areas specified, on the date(s) specified on the permits, and when displayed on the dashboard of the vehicle. Vehicles operated by students, faculty and staff members must display a regular student or faculty/staff permit in addition to the special permit.

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(1) Car pool permits may be issued to faculty, staff and students. All members of the carpool must appear in person when applying for the permit. One transferable permit will be issued by the public safety office for each car pool. This permit is transferable only among the registered members of the car pool. This permit must be displayed in accordance with the instructions provided with the permit. Each carpool vehicle must also display a regular student or faculty/staff permit.

(2) Handicapped parking permits. As of Fall 1995, BCC no longer issues special parking permits for disabled students, faculty, or staff. Only vehicles displaying a valid state of Washington placard may park in spaces designated for the disabled.

(3) Visitor permits. One-day parking permits may be requested from public safety and given to visitors attending conferences, interviews, etc. These permits are valid in faculty/staff lots except E-1.

(4) Other special permits. Public safety may issue special permits to faculty members, staff, students, parents of child care or headstart participants, volunteers working in BCC programs, or vendors if issuing such permits enhances the operation of the college.

(5) Temporary permits. Drivers needing to leave vehicles on campus overnight or for extended periods of time (e.g., because the vehicle is inoperable, or because the driver will participate in a field trip) may request temporary parking permits from public safety. Drivers may also request temporary permits if they will be using a borrowed or rented vehicle.

(6) Special events. The public safety office will assist college divisions which sponsor functions such as conferences, seminars, dinners, and similar events, in arranging reserved parking and direction signs as appropriate. Requests for such assistance must be received in public safety at least forty-eight hours in advance.

[Statutory Authority: RCW 28B.50.140. 04-01-046, § 132H-116-351, filed 12/11/03, effective 1/11/04. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-351, filed 6/17/92, effective 7/18/92.]

**WAC 132H-116-352 Permit revocations.** Parking permits are the property of the college, and may be recalled by the vice-president of administrative services or his or her designee for any of the following reasons:

- (1) When the purpose for which the permit was issued no longer exists.
- (2) When a permit is used by an unauthorized individual.
- (3) Falsification on a parking permit application.
- (4) Repeated violation of parking and traffic regulations.
- (5) Counterfeiting or altering of permits.
- (6) Failure to comply with a final decision of the citation review committee, or institutional hearing officer.

Parking permit revocations may be appealed to the citation review committee and to the institutional hearing officer.

[Statutory Authority: RCW 28B.50.140. 04-01-046, § 132H-116-352, filed 12/11/03, effective 1/11/04. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-352, filed 6/17/92, effective 7/18/92.]

**WAC 132H-116-353 Right to appeal revocation.**

Parking permit revocations under this chapter may be appealed pursuant to the procedures in WAC 132H-120-062.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-353, filed 6/17/92, effective 7/18/92.]

**WAC 132H-116-354 Transfer of permits.** (1) With the exception of carpool permits, parking permits are not transferable. If a vehicle is sold or traded, a replacement permit will be issued to the permit holder if he/she:

- (a) Records invalid permit number;
- (b) Removes invalid permit; and
- (c) Brings invalid permit or remnant thereof to public safety. Public safety will then issue a replacement permit and [the] permit holder will then be registered under the new number.

(2) Permits may be reissued as authorized by the director of public safety.

[Statutory Authority: RCW 28B.50.140. 04-01-046, § 132H-116-354, filed 12/11/03, effective 1/11/04. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-354, filed 6/17/92, effective 7/18/92.]

**Reviser's note:** RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

**WAC 132H-116-355 Responsibility of person to whom permit issued.** The person to whom a permit is issued is responsible for the vehicle upon which the permit is affixed. He or she shall be held responsible for all violations of these rules and regulations charged to that vehicle. However, the operator of a vehicle will not be relieved of responsibility for violating any rule or regulation of this chapter simply because he or she is not also the holder of the permit.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-355, filed 6/17/92, effective 7/18/92.]

**WAC 132H-116-356 Display of permits.** (1) Student or faculty/staff permits. The vehicle permit issued by the college shall be affixed to the inside of the rear window on the lower left corner. If the vehicle is a convertible or a truck-camper or has no permanently fixed rear window, the permit shall be affixed to the front windshield. Permits not displayed in accordance with the provisions of this section shall not be valid and vehicles displaying the improperly placed permit shall be subject to citation.

(2) Temporary or special permits. The temporary permit shall be displayed on the dashboard of the vehicle in such a way that it is legible from outside the vehicle.

[Statutory Authority: RCW 28B.50.140. 04-01-046, § 132H-116-356, filed 12/11/03, effective 1/11/04. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-356, filed 6/17/92, effective 7/18/92.]

**WAC 132H-116-357 Parking fees.** Parking fees may be adopted by the board of trustees, specifying the charge per quarter and year.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-357, filed 6/17/92, effective 7/18/92.]

**WAC 132H-116-360 Visitors—Exemption from permit requirements.** (1) The director of public safety may allow visitors without permits to drive through the campus without parking.

(2) The director of public safety or his or her designee may require visitors to wait at the entrances to the campus during times when pedestrian and/or vehicular traffic congestion is above normal. (See WAC 132H-116-430.)

(3) Guests of the college who are present to attend a conference, interview, etc., may be issued visitor permits valid for faculty/staff parking lots.

(4) Visitors on brief errands to campus may park in any student lot.

[Statutory Authority: RCW 28B.50.140. 04-01-046, § 132H-116-360, filed 12/11/03, effective 1/11/04. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-360, filed 6/17/92, effective 7/18/92; Order 43, § 132H-116-360, filed 8/10/76.]

**WAC 132H-116-405 Allocation of parking spaces.** The parking space available on the campus shall be allocated by the vice-president of administrative services or his or her designee in such manner as will best obtain the objectives of these regulations. The vice-president of administrative services or his or her designee is further authorized to designate and mark the various parking areas on the campus with numbers or titles or both. This includes the authorization to reserve certain areas for vehicles displaying certain special permits.

[Statutory Authority: RCW 28B.50.140. 04-01-046, § 132H-116-405, filed 12/11/03, effective 1/11/04. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-405, filed 6/17/92, effective 7/18/92.]

**WAC 132H-116-410 Parking within designated spaces.** (1) No vehicle shall be parked on the campus except in those areas set aside and designated as parking areas.

(2) No vehicle shall be parked so as to occupy any portion of more than one parking space or stall as designated within the parking area. The fact that other vehicles may have been so parked as to require the vehicle parked to occupy a portion of more than one space or stall shall not constitute an excuse for a violation of this section.

(3) No vehicle shall be parked at any time in roadways, fire lanes, bus zones, loading zones, or service driveways; or on sidewalks; or in the landscaping.

[Statutory Authority: RCW 28B.50.140. 04-01-046, § 132H-116-410, filed 12/11/03, effective 1/11/04. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-410, filed 6/17/92, effective 7/18/92; Order 43, § 132H-116-410, filed 8/10/76.]

**WAC 132H-116-415 Day and evening parking.** Students, staff and faculty may obtain day and/or evening parking on campus to the extent spaces are available as follows:

(1) Student daytime parking is limited to areas designated student parking.

(2) Staff/faculty daytime parking is limited to areas designated staff/faculty parking.

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(3) Evening parking, after 3:00 p.m., for students, staff and faculty is available in all designated parking areas with the exceptions of the parking spaces for the handicapped, the college motor pool, and specifically signed reserved areas. Students may not park in those lots designated as "staff/faculty parking" with signage stating "no student parking anytime Mon-Fri."

[Statutory Authority: RCW 28B.50.140. 04-01-046, § 132H-116-415, filed 12/11/03, effective 1/11/04. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-415, filed 6/17/92, effective 7/18/92.]

**WAC 132H-116-430 Special parking and traffic regulations authorized.** During special occasions causing additional and/or heavy traffic and during emergencies, the director of public safety is authorized to impose additional traffic and parking regulations to achieve the specified objectives of this chapter.

[Statutory Authority: RCW 28B.50.140. 04-01-046, § 132H-116-430, filed 12/11/03, effective 1/11/04. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-430, filed 6/17/92, effective 7/18/92; Order 43, § 132H-116-430, filed 8/10/76.]

**WAC 132H-116-431 Regulatory signs, markings, barricades, etc.** (1) The director of campus operations is authorized to erect signs, barricades, and other structures and to paint marks and other directions upon the streets and parking areas owned and operated by the college. Such signs, barricades, structures, markings, and directions shall be so made and placed as in the opinion of the director of campus operations will best achieve the goals of these regulations.

(2) Drivers of vehicles shall obey the signs, barricades, structures, markings, and directions erected pursuant to this section. Drivers shall also comply with directions given to them by a campus public safety officer or other public safety personnel controlling and regulating traffic or parking.

(3) No person without authorization from the director of campus operations shall move, deface, or in any other way change a sign, barricade, structure, marking or direction so placed, or previously placed, for the purpose of regulating traffic or parking.

[Statutory Authority: RCW 28B.50.140. 04-01-046, § 132H-116-431, filed 12/11/03, effective 1/11/04. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-431, filed 6/17/92, effective 7/18/92.]

**WAC 132H-116-432 Speed.** No vehicle shall be operated on the campus at a speed in excess of twenty miles per hour or such lower speed as is reasonable and prudent in the circumstance.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-432, filed 6/17/92, effective 7/18/92.]

**WAC 132H-116-433 Pedestrian's right of way.** (1) The operator of a vehicle shall yield right of way, slowing down or stopping, if need be, to so yield to any pedestrian, but no pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close that it is impossible or unsafe for the driver to yield.

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(2) Whenever any vehicle slows or stops so as to yield to pedestrian traffic, the operator of any other vehicle approaching from the rear shall not overtake and pass such a vehicle which has slowed or stopped to yield to pedestrian traffic.

(3) Where a sidewalk is provided, pedestrian shall proceed upon such a sidewalk.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-433, filed 6/17/92, effective 7/18/92.]

**WAC 132H-116-460 Parking—Operator's responsibility.** No person driving or in charge of a motor vehicle shall permit it to stand unattended without first:

(1) Stopping the engine, locking the ignition and removing the key.

(2) Effectively setting the brake and transmission to prevent movement of the vehicle.

[Order 43, § 132H-116-460, filed 8/10/76.]

**WAC 132H-116-470 Exceptions to parking and traffic restrictions.** The regulations governing permits and parking within designated spaces shall not apply to the drivers of state-owned operated by Bellevue Community College in the performance of assigned functions.

[Statutory Authority: RCW 28B.50.140. 04-01-046, § 132H-116-470, filed 12/11/03, effective 1/11/04. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-470, filed 6/17/92, effective 7/18/92; Order 43, § 132H-116-470, filed 8/10/76.]

**WAC 132H-116-590 Motorcycles, bicycles, scooters.**

(1) Motorcycles, bicycles and scooters are for the purpose of these regulations considered to be motor vehicles and are subject to all traffic and parking rules and regulations controlling other motor vehicles.

(2) Motorcycles and motorized scooters may be parked in designated areas in addition to the regular parking lots.

(3) Motorcycles and motorized scooters are not permitted on paths, sidewalks, or authorized bicycle or pedestrian areas or in buildings at any time.

(4) Bicycles shall be parked in designated areas only. Improperly parked bicycles may be impounded and a citation and/or a fine imposed upon the owner.

(5) No bicycles or foot propelled devices shall be operated on campus walkways, corridors, hallways or buildings unless their use is required as part of the educational process in an authorized program.

[Statutory Authority: RCW 28B.50.140. 04-01-046, § 132H-116-590, filed 12/11/03, effective 1/11/04. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-590, filed 6/17/92, effective 7/18/92. Statutory Authority: RCW 28B.50.140. 82-04-005 (Order 75, Resolution No. 143), § 132H-116-590, filed 1/21/82; Order 43, § 132H-116-590, filed 8/10/76.]

**WAC 132H-116-615 Issuance of traffic citations.**

Upon probable cause to believe that a violation of these rules and regulations has occurred, the vice-president of administrative services and/or duly appointed public safety officers may issue citations setting forth the date, the approximate time, the locality, the nature of the violation, the permit number, license number, infraction, officer, and the amount fine(s), by attaching or affixing a copy thereof to the vehicle

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allegedly involved in such violation, by placing a copy thereof in some prominent place within such vehicle, by mail, or by personal service.

[Statutory Authority: RCW 28B.50.140. 04-01-046, § 132H-116-615, filed 12/11/03, effective 1/11/04. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-615, filed 6/17/92, effective 7/18/92.]

**WAC 132H-116-620 Fines, penalties and impounding.** (1) The current schedule and fines for parking and traffic violations shall be published by the college and made available for review in the public safety office.

(2) An individual receiving a parking and traffic citation must pay all fines listed on the citation notice within twenty calendar days after the date on the citation notice unless he/she elects to appeal the citation. Payments should be taken or mailed to the cashiering office.

(3) If any citation remains unpaid after twenty calendar days from the date of the citation, Bellevue Community College may take any of the following actions:

(a) Withhold degrees, transcripts, grades, refunds, and/or credits;

(b) Block or delay registration for the following quarter;

(c) Impound the violator's vehicle;

(d) Deny future parking privileges, whether student or faculty/staff;

(e) Refuse to issue keys to students, faculty or staff.

(4) In addition to imposing fines, the vice-president of administrative services and duly appointed public safety officers are authorized to impound, immobilize and take to such place for storage as the director of public safety selects, any vehicles parked on college property in violation of these regulations with the following stipulations:

(a) The expenses of such impounding, immobilization and storage shall be charged to the owner or operator of the vehicle and must be paid prior to the vehicle's release.

(b) The college shall not be liable for loss or damage of any kind resulting from such impounding, immobilization or storage.

(c) Impoundment of a vehicle does not remove the obligation for any fines associated with the violation.

(d) Grounds for impounding vehicles shall include, but not be limited to the following:

(i) Blocking a roadway so as to impede the flow of traffic;

(ii) Blocking a walkway so as to impede the flow of pedestrian traffic;

(iii) Blocking a fire hydrant or fire lane;

(iv) Creating a safety hazard in the opinion of a public safety officer;

(v) Blocking another legally parked vehicle;

(vi) Parking in a marked "tow-away" zone.

(5) An accumulation of traffic violations by a student will be cause for disciplinary action, and the vice-president of administrative services or his or her designee may initiate disciplinary proceedings against such students.

[Statutory Authority: RCW 28B.50.140. 04-01-046, § 132H-116-620, filed 12/11/03, effective 1/11/04. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-620, filed 6/17/92, effective 7/18/92. Statutory Authority: RCW 28B.50.140. 82-04-005 (Order 75, Resolution No. 143), § 132H-116-620, filed 1/21/82; 79-10-052 (Order 63, Resolution No. 120), § 132H-116-620,

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filed 9/17/79; Order 54, § 132H-116-620, filed 12/9/77; Order 43, § 132H-116-620, filed 8/10/76. Formerly WAC 132H-116-160.]

**WAC 132H-116-630 Appeals of fines and penalties.**

(1) Right to appeal. Anyone who has received a citation for an alleged violation of these parking and traffic rules has the right to appeal. Appeals must be made in writing and must be submitted to administrative services within twenty calendar days after the date of the citation. Appeal forms are available from the public safety, cashiering and administrative services offices.

If the alleged violator has paid the fine(s) associated with the parking and traffic citation, he/she has forfeited the right to appeal the citation.

(2) Citation review committee. Appeals shall be considered by the BCC citation review committee, which is made up of two students (one the ASBCC chief justice), a faculty representative and a classified staff representative. The citation review committee shall hold hearings regularly throughout the academic year. The committee shall consider each appeal on its merits based upon these parking and traffic regulations. Appellants shall be notified on the hearing dates so that they may state their cases and present any additional evidence in person. The committee shall decide the cases of appellants who do not attend the hearing in person based on the statements given on the appeal form, with no penalty for nonappearance. Appellants who do not attend the hearing shall be sent written notification of the committee's decision.

The citation review committee may uphold, reduce, or waive the fine(s) associated with the parking and traffic citation. Any fine(s) still levied against the appellant must be paid within fifteen calendar days after the date of the hearing unless the appellant wishes to pursue a second-level appeal. Nonpayment after fifteen calendar days may result in any of the college actions listed under WAC 132H-116-620.

(3) Second level appeal. An appellant who is not satisfied with the decision of the citation review committee has the right to a second-level appeal before the institutional hearing officer appointed by the president of Bellevue Community College. The appellant must contact the institutional hearing officer within fifteen calendar days after the citation review committee hearing to request a second-level appeal. The institutional hearing officer shall notify the appellant of his/her decision in writing. The institutional hearing officer's decision is final.

Any appellant who has paid the fine(s) confirmed or set by the citation review committee has forfeited the right to a second-level appeal.

[Statutory Authority: RCW 28B.50.140. 04-01-046, § 132H-116-630, filed 12/11/03, effective 1/11/04. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-630, filed 6/17/92, effective 7/18/92; Order 43, § 132H-116-630, filed 8/10/76. Formerly WAC 132H-116-170.]

**WAC 132H-116-655 Report of accident and theft.**

The operator of any vehicle involved in an accident on campus resulting in injury to or death of any person or total or claimed damage to either or both vehicles of \$500, shall within twenty-four hours report such accident to the public safety department. This does not relieve any person so involved in an accident from his responsibility to file a state

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of Washington motor vehicle accident report within twenty-four hours after such accident.

Students, faculty, staff, and visitors should report any theft of or out of vehicles to the public safety department promptly.

[Statutory Authority: RCW 28B.50.140. 04-01-046, § 132H-116-655, filed 12/11/03, effective 1/11/04. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-655, filed 6/17/92, effective 7/18/92.]

**WAC 132H-116-730 Regulatory signs, markings, barricades, etc.**

(1) The director of campus operations is authorized to erect signs, barricades and other structures and to paint marks and other directions upon the streets and parking areas owned and operated by the college. Such signs, barricades, structures, markings and directions shall be so made and placed as in the opinion of the director of campus operations will best achieve the goals of these regulations.

(2) Drivers of vehicles shall obey the signs, barricades, structures, markings and directions erected pursuant to this section. Drivers shall also comply with the directions given them by a campus security officer or other campus security personnel controlling and regulating traffic.

(3) No person without authorization from the director of campus operations shall move, deface, or in any way change a sign, barricade, structure, marking or direction so placed, or previously placed, for the purpose of regulating traffic or parking.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-730, filed 6/17/92, effective 7/18/92; Order 43, § 132H-116-730, filed 8/10/76.]

**WAC 132H-116-750 Delegation of authority.** The authority and powers conferred upon the director of campus operations or the director of public safety by these regulations may be delegated by them to their subordinates.

[Statutory Authority: RCW 28B.50.140. 04-01-046, § 132H-116-750, filed 12/11/03, effective 1/11/04. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-750, filed 6/17/92, effective 7/18/92; Order 43, § 132H-116-750, filed 8/10/76.]

**WAC 132H-116-765 Liability of college.** Except for college owned and/or operated vehicles, the college assumes no liability under any circumstances for vehicles on college properties.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-765, filed 6/17/92, effective 7/18/92.]

**WAC 132H-116-790 Prohibition of literature.** Distribution of literature by placing the same on motor vehicles parked on the premises of Bellevue Community College is hereby prohibited. Literature includes but is not limited to:

- (1) Pamphlets
- (2) Flyers
- (3) Stickers.

[Statutory Authority: RCW 28B.50.140. 04-01-046, § 132H-116-790, filed 12/11/03, effective 1/11/04; Order 43, § 132H-116-790, filed 8/10/76.]

**WAC 132H-116-791 Enforcement.** Parking rules and regulations will be enforced throughout the calendar year.

Parking and traffic rules and regulations are enforced on a twenty-four hour daily basis.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-791, filed 6/17/92, effective 7/18/92.]

### Chapter 132H-120 WAC

#### THE STUDENT CODE OF COMMUNITY COLLEGE DISTRICT VIII

##### WAC

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##### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

132H-120-060	Student grievance appeal procedures. [Statutory Authority: RCW 28B.50.140. 82-11-037 (Order 78, Resolution No. 147), § 132H-120-060, filed 5/12/82; Order 16, § 132H-120-060, filed 3/15/73.] Repealed by 86-19-036 (Order 94, Resolution No. 173), filed 9/12/86. Statutory Authority: RCW 28B.50.140.
132H-120-062	Student grievance procedures—Purpose and scope. [Statutory Authority: RCW 28B.50.140. 86-19-036 (Order 94, Resolution No. 173), § 132H-120-062, filed 9/12/86.] Repealed by 92-19-047, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
132H-120-070	Confidentiality of student records. [Order 32, § 132H-120-070, filed 8/7/75; Order 16, § 132H-120-070, filed 3/15/73.] Repealed by 92-19-047, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
132H-120-072	Definition of a student. [Order 32, § 132H-120-072, filed 8/7/75.] Repealed by 92-19-047, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
132H-120-073	Education records—Student's right to inspect. [Order 32, § 132H-120-073, filed 8/7/75.] Repealed by 92-19-047, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
132H-120-075	Requests and appeal procedures. [Order 32, § 132H-120-075, filed 8/7/75.] Repealed by 92-19-047, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
132H-120-077	Release of personally-identifiable records. [Order 32, § 132H-120-077, filed 8/7/75.] Repealed by 92-19-047, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
132H-120-078	College records. [Order 32, § 132H-120-078, filed 8/7/75.] Repealed by 92-19-047, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
132H-120-079	Records committee. [Order 32, § 132H-120-079, filed 8/7/75.] Repealed by 92-19-047, filed 9/10/92, effective

132H-120-080	10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
132H-120-090	Freedom of association and organization. [Order 16, § 132H-120-080, filed 3/15/73.] Repealed by 92-19-047, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
132H-120-100	Student participation in college governance. [Order 16, § 132H-120-090, filed 3/15/73.] Repealed by 92-19-047, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
132H-120-110	Freedom of individual privacy. [Order 44, § 132H-120-100, filed 8/11/76; Order 16, § 132H-120-100, filed 3/15/73.] Repealed by 92-19-047, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
132H-120-120	Commercial and promotional activities. [Order 16, § 132H-120-110, filed 3/15/73.] Repealed by 92-19-047, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
132H-120-130	Distribution and posting of campus literature. [Order 16, § 132H-120-120, filed 3/15/73.] Repealed by 92-19-047, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
132H-120-205	Campus speakers. [Order 16, § 132H-120-130, filed 3/15/73.] Repealed by 92-19-047, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
132H-120-230	Application for utilization of alcoholic beverages. [Statutory Authority: RCW 28B.50.140. 86-01-056 (Order 91, Resolution No. 169), § 132H-120-205, filed 12/16/85; 78-07-024 (Order 57, Resolution No. 111), § 132H-120-205, filed 6/15/78.] Repealed by 92-19-047, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
132H-120-240	Initial proceedings. [Statutory Authority: RCW 28B.50.140. 86-01-056 (Order 91, Resolution No. 169), § 132H-120-230, filed 12/16/85; Order 16, § 132H-120-230, filed 3/15/73.] Repealed by 92-19-047, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
132H-120-320	Appeals. [Order 16, § 132H-120-240, filed 3/15/73.] Repealed by 92-19-047, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
132H-120-330	The president's review. [Order 16, § 132H-120-320, filed 3/15/73.] Repealed by 92-19-047, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
132H-120-340	Appeals. [Statutory Authority: RCW 28B.50.140. 86-01-056 (Order 91, Resolution No. 169), § 132H-120-330, filed 12/16/85; Order 16, § 132H-120-330, filed 3/15/73.] Repealed by 92-19-047, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
132H-120-400	Disciplinary terms. [Statutory Authority: RCW 28B.50.140. 86-01-056 (Order 91, Resolution No. 169), § 132H-120-340, filed 12/16/85; Order 16, § 132H-120-340, filed 3/15/73.] Repealed by 92-19-047, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
132H-120-470	Initiation of summary suspension proceedings. [Order 16, § 132H-120-400, filed 3/15/73.] Repealed by 92-19-047, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
132H-120-480	Appeal. [Order 16, § 132H-120-470, filed 3/15/73.] Repealed by 92-19-047, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
132H-120-490	Summary suspension proceedings not duplicitous. [Order 16, § 132H-120-480, filed 3/15/73.] Repealed by 92-19-047, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
	Procedural guidelines for liquor policy implementation. [Statutory Authority: RCW 28B.50.140. 86-01-056 (Order 91, Resolution No. 169), § 132H-120-490, filed 12/16/85.] Repealed by 92-19-047, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.

**WAC 132H-120-010 Title.** This chapter shall be known as the Student Code of Community College District VIII.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-047, § 132H-120-010, filed 9/10/92, effective 10/11/92; Order 16, § 132H-120-010, filed 3/15/73.]

**WAC 132H-120-020 Preamble.** Bellevue Community College is maintained by the state of Washington for the purpose of providing its students with appropriate learning programs which will facilitate the orderly pursuit and achievement of their educational objectives. The college is dedicated not only to learning and the advancement of knowledge but also to the development of ethically sensitive and responsible persons through policies which encourage independence and maturity.

The student is in the unique position of being a member of the college community and the community at large. Admission to the college carries with it the expectation that students:

- (1) Will respect and abide by the laws of the community, state, and nation;
- (2) Will adhere to college rules and regulations which assure the orderly conduct of college affairs;
- (3) Will maintain high standards of integrity and honesty;
- (4) Will respect the rights, privileges, and property of other members of the college community; and
- (5) Will not interfere with legitimate college affairs.

Bellevue Community College may apply sanctions or take other appropriate action only when student conduct interferes with the college's:

- (1) Primary educational responsibility of ensuring the opportunity of all members of the college community to attain their educational objectives;
- (2) Subsidiary responsibilities of protecting property, keeping records, providing services, and sponsoring non-classroom activities, such as lectures, concerts, athletic events and social functions.

An atmosphere of learning and self-development is created by appropriate conditions in the college community. The rights, freedoms and responsibilities in this document are critical ingredients toward the free, creative and spirited educational environment to which the students, faculty, and staff of Bellevue Community College are committed.

[Statutory Authority: RCW 28B.50.140. 03-14-015, § 132H-120-020, filed 6/19/03, effective 7/20/03. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-047, § 132H-120-020, filed 9/10/92, effective 10/11/92; Order 16, § 132H-120-020, filed 3/15/73.]

**WAC 132H-120-030 Definitions.** As used in this student code of Community College District VIII the following words and phrases shall mean:

- (1) "Alcoholic beverages" are any beverages as defined in RCW 66.04.010(15), as now law or hereafter amended.
- (2) "Assembly" is any overt activity engaged in by two or more persons, the object of which is to gain publicity, advocate a view, petition for a cause or disseminate information to any person, persons or groups of persons.
- (3) "Associated students" is the student body and such authorized groups organized under the provisions of the constitution and bylaws of the associated students of the college.
- (4) "Board" means the board of trustees of Community College District VIII, state of Washington.

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(5) "College" means Bellevue Community College located within Community College District VIII, state of Washington.

(6) "College property or facilities" are any and all real and personal property that the college owns, uses, controls or operates, including all equipment, buildings and appurtenances affixed thereon or attached thereto. College property and facilities extend to affiliated websites, distance education classroom environments, and agencies or institutions that have educational agreements with the college.

(7) "College personnel" refers to any person employed on a full-time or part-time basis, except those who are faculty members, by Bellevue Community College.

(8) "Complaint" means any expression of dissatisfaction with the performance of a student, employee or procedure.

(9) "Controlled substance" is any drug or substance as defined in RCW 69.50 as now law or hereafter amended.

(10) "Disciplinary action" includes warning, reprimand, probation, expulsion, suspension, or any sanction of any student by the dean of student services, the college discipline committee, the president, or the board of trustees for the violation of any of the provisions of the student code for which sanctions may be imposed.

(11) "Distance education" means various methods of instructional delivery that include, but are not limited to, online courses, telecourses and interactive video courses.

(12) "District" means Community College District VIII, state of Washington.

(13) "Faculty member" means any employee of Bellevue Community College who is employed on a full-time or part-time basis as a teacher, counselor, librarian, or other position for which the training, experience and responsibilities are comparable as determined by the appointing authority, including administrative appointment.

(14) "Free speech area" means an area that shall be designated by the college president which can be reserved by student groups through the office of student programs.

(15) "President" means the duly appointed chief executive officer of Bellevue Community College, state of Washington, or in his/her absence, the acting chief executive officer.

(16) "Recognized student organization" shall mean and include any group or organization composed of students which is formally recognized by the associated students of Bellevue Community College.

(17) "Sponsored event or activity" shall mean any activity that is scheduled by the college and supervised and controlled by the college's faculty members, librarians, counselors, or other college personnel. Such "sponsorship" shall continue only as long as the event is supervised and controlled by the college faculty member, librarian, counselor or other college personnel. When the sponsored event or activity is of prolonged nature, and free time periods are permitted to the students participating in the event, any activity taking place during such a free time period outside of the supervision and control of the activity shall be deemed to a non-sponsored activity.

(18) "Student," unless otherwise qualified, means any person who is enrolled for classes or has been accepted for admission to the college.



[Statutory Authority: RCW 28B.50.140. 03-14-015, § 132H-120-030, filed 6/19/03, effective 7/20/03; 02-10-069, § 132H-120-030, filed 4/26/02, effective 5/27/02. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-047, § 132H-120-030, filed 9/10/92, effective 10/11/92; Order 16, § 132H-120-030, filed 3/15/73.]

**WAC 132H-120-040 Jurisdiction.** (1) All rules herein adopted concerning student conduct and discipline shall apply to every student whenever said student is participating in a distance education class or event, or is attending a class, or is present in any college facility, or whenever said student is engaged in or present at any college-related activity whether occurring on or off college facilities.

(2) Faculty members, other college employees, and members of the public who breach or aid or abet another in the breach of any provision of this chapter shall be subject to

(a) Possible prosecution under the state criminal law;

(b) Any other civil or criminal liability for which remedies are available to the public; or

(c) Appropriate disciplinary action pursuant to the state of Washington higher education personnel board or the district's policies and regulations.

(d) Restriction from entry to any college property or facilities, the violation of which could result in criminal trespass;

(3) The college may carry out any disciplinary proceedings prior to, simultaneously, or following civil or criminal proceedings in a court of law.

[Statutory Authority: RCW 28B.50.140. 03-14-015, § 132H-120-040, filed 6/19/03, effective 7/20/03. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-047, § 132H-120-040, filed 9/10/92, effective 10/11/92; Order 16, § 132H-120-040, filed 3/15/73.]

**WAC 132H-120-050 Student rights and freedoms.**

The following enumerated rights and freedoms are guaranteed to each student within the limitations of statutory law and college policies that are deemed necessary to achieve the educational goals of the college:

(1) Academic freedom.

(a) Students are guaranteed rights of free inquiry, expression and peaceful assembly upon and within college facilities that are generally open and available to the public. Students and other members of the college community shall always be free to express their views or support causes by orderly means which do not disrupt the regular and essential operation of the college.

(b) Students shall have the right of assembly as defined in WAC 132H-120-030 upon college facilities that are generally available to the public: Provided, That such assembly shall:

(i) Be conducted in an orderly manner; and

(ii) Not unreasonably interfere with vehicular or pedestrian traffic; or

(iii) Not unreasonably interfere with classes, schedules, meetings, or ceremonies, or with the educational functions of the college;

(iv) Not unreasonably interfere with college functions; and

(v) Not cause damage or destruction to college property or private property on the college campus.

(vi) The president reserves the right to direct students assembling under this subsection to relocate to the free

speech area designated in WAC 132H-120-030(14), to prevent interference with college classes or other college activities.

(c) Students are free to pursue appropriate educational objectives from among the college's curricula, programs and services, subject to the limitations of RCW 28B.50.090 (3)(b).

(d) Students shall be protected from academic evaluation which is arbitrary, prejudiced or capricious, but are responsible for meeting the standards of academic performance established by each of their instructors.

(e) Students have the right to a learning environment which is free from unlawful discrimination, inappropriate and disrespectful conduct, and sexual harassment.

(2) Due process.

(a) The right of students to be secure in their persons, quarters, papers and effects against unreasonable searches and seizures is guaranteed.

(b) No disciplinary sanction may be imposed on any student without notice to the accused of the nature of the charges.

(c) A student accused of violating this student code is entitled, upon request, to procedural due process as set forth in this chapter.

(3) Distribution and posting. Students may distribute or post printed or published material subject to official procedures printed and available in the office of student programs. All free publications not in violation of state and/or federal laws such as books, magazines, newspapers, handbills, leaflets, or similar materials may be distributed on campus. The college may restrict the distribution of any publications where such distribution unreasonably interferes with college operations. Such materials may be distributed from authorized public areas in the student center and at any outdoor area on campus consistent with the maintenance of college property, with the free flow of traffic and persons, and not in a manner which in itself limits the orderly operation of college affairs. Any person desiring to distribute such publications shall first register with the office of student programs so that reasonable areas and times can be assured and the activities of the institution will not be unduly interfered with. All handbills, leaflets, newspapers, and similarly related matter must bear identification as to the publishing agency and distributing organization or individual.

(4) Off campus speakers. Recognized student organizations shall have the right to invite outside speakers to speak on campus subject to the availability of campus facilities, funding, and compliance with the college procedures available in the campus operations office.

(5) Incidental sales. Students have the right to engage in incidental sales of personal property in a private transaction provided college facilities are not explicitly used for this purpose.

(6) Commercial activities. The use of college grounds or facilities for commercial or private gain purposes is prohibited except where commercial activity such as sale of books, instructional supplies, or food contribute to the operation of the instructional program or where limited sale is specifically authorized by the dean of student services for the benefit of the approved activity.

(7) Fund raising. Students have the right to engage in fund raising activities for nonprofit organizations as recognized by the Internal Revenue Service. All fund raising activities must be approved by the dean of student services.

(8) Sale of merchandise. All merchandise offered for commercial sale may be sold only through the college bookstore or college food services except when approved by the dean of student services.

[Statutory Authority: RCW 28B.50.140, 03-14-015, § 132H-120-050, filed 6/19/03, effective 7/20/03; 02-10-069, § 132H-120-050, filed 4/26/02, effective 5/27/02. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140, 93-12-008, § 132H-120-050, filed 5/19/93, effective 6/19/93; 92-19-047, § 132H-120-050, filed 9/10/92, effective 10/11/92; Order 16, § 132H-120-050, filed 3/15/73.]

**WAC 132H-120-200 Student responsibilities.** Any student shall be subject to disciplinary action as provided for in this chapter, who either as a principal actor, aide, abettor or accomplice as defined in RCW 9A.08.020:

(1) Materially and substantially interferes with the personal rights or privileges of others or the educational process of the college;

(2) Engages in unlawful conduct;

(3) Violates any provisions of this chapter; or

(4) Commits any prohibited act, including but not limited to the following:

(a) Alcoholic beverages. Being demonstrably under the influence of any form of alcoholic beverage. Possessing or consuming any form of liquor or alcoholic beverage except as a participant of legal age in a student program, banquet or educational program which has the special written authorization of the college president or his/her designee.

(b) Controlled substances. Using, possessing, delivering, selling or being under the influence of legend drugs, including anabolic steroids, androgens, or human growth hormones, as defined by RCW 69.50.101 or any other controlled substance as defined in RCW 69.50.101 as now law or hereafter amended, except upon valid prescription or order of a practitioner is subject to additional sanctions, including disqualification from participation in college-sponsored athletic events. For the purpose of this regulation, "sale" shall include the statutory meaning defined in RCW 69.04.005 as now law or hereafter amended.

(c) Illegal entry. Unauthorized entry into or onto any locked or otherwise closed college property or facility in any manner, at any time, without permission of the college employee or agent in charge thereof.

(d) Forgery or alteration of records. Forgery, as defined in RCW 9A.60.010 - 9A.60.020 as now law or hereafter amended or any district record of instrument or tendering any forged record of instrument to any employee or agent of the district acting in his/her official capacity as such.

(e) Illegal assembly. Participation in an assembly which materially and substantially interferes with vehicular or pedestrian traffic, classes, hearings, meetings, the educational and administrative functions of the college, or the private rights and privileges of others.

(f) Malicious mischief. Intentional or negligent damage to or destruction of any college facility or other public or private real or personal property.

(g) Failure to follow instructions. Failure to comply with directions of properly identified college officials acting in performance of their duties.

(h) Physical abuse. Physical abuse of any person or conduct which is intended unlawfully to threaten imminent bodily harm or to endanger the health or safety of any person on college-owned or controlled property or at college-sponsored or supervised functions.

(i) Assault. Assault, reckless endangerment, intimidation or interference upon another person in the manner set forth in RCW 9A.36.010 through 9A.36.050 or RCW 28B.10.570 through 28B.10.572 as now or hereafter amended.

(j) Disorderly, abusive, or bothersome conduct. Disorderly or abusive behavior that interferes with the rights of others or which obstructs or disrupts teaching, research, or administrative functions.

(k) Weapons. Possession or use of firearms, explosives, dangerous chemicals or other dangerous weapons or instrumentalities on the college campus, except for authorized college purposes or for law enforcement officers, unless written approval has been obtained from the dean of student services or any other person designated by the president.

(l) Lewd conduct. Engaging in lewd, indecent, or obscene behavior on college-owned or controlled property or at college-sponsored or supervised functions.

(m) False alarms. Falsely setting off or otherwise tampering with any emergency safety equipment, alarm or other device established for the safety of individuals and/or college facilities.

(n) Cheating and plagiarism. Engaging in cheating, stealing, plagiarizing, knowingly furnishing false information to the college, or submitting to a faculty member any work product that the student fraudulently represents as his or her own work for the purpose of fulfilling or partially fulfilling any assignment or task required as part of a program of instruction.

(o) Sexual harassment. Engaging in unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where such behavior knowingly offends the recipient, causes discomfort or humiliation, or interferes with job or school performance.

(p) Theft or robbery. Theft or robbery from the district or from another as defined in RCW 9A.56.010 through 9A.56.050 and RCW 9A.56.100 as now law or hereafter amended.

(q) Unauthorized use of property. Converting or using college equipment, supplies or other property without proper authority.

(r) Refusal to provide identification. Refusal to provide positive identification (e.g., valid driver's license or state identification card) in appropriate circumstances to any college employee in the lawful discharge of said employee's duties.

(s) Smoking. Smoking in any college facility or on campus grounds except where specifically posted as permitted, or any other smoking not complying with chapter 70.160 RCW.

(t) False complaint. Filing a formal complaint falsely accusing another student or college employee with violating a provision of this chapter.

(u) Improper use of computer, telephone or other electronic devices. Conduct that violates WAC 132H-120-210. Trespassing or gaining access, without authorization, to a

computer, system, network, or electronic data owned, used by, or affiliated with the college.

(v) Ethics violation. The breach of any generally recognized and published code of ethics or standards of professional practice that governs the conduct of a particular profession for which the student is taking courses or is pursuing as an educational goal or major. These ethics codes must be distributed to students as part of an educational program, course, or sequence of courses and the student must be informed that a violation of such ethics may subject the student to disciplinary action by the college.

(w) Criminal law violation, illegal behavior, other unlawful violations. Students can be reported to proper authorities for acts which constitute violations to applicable local, state and federal laws. When the student's behavior is determined to threaten the health, safety and/or property of the college and its members, the college may immediately and summarily suspend the student and refer any such violation to the proper authorities for disposition.

(x) Stalking. Stalking behavior or conduct in which a student willfully and repeatedly follows or contacts someone with the intent and/or reasonable effect of creating fear or emotional distress and where the College determines that such behavior or conduct serves no legitimate purpose.

[Statutory Authority: RCW 28B.50.140. 05-17-012, § 132H-120-200, filed 8/4/05, effective 9/4/05; 03-14-015, § 132H-120-200, filed 6/19/03, effective 7/20/03; 02-10-069, § 132H-120-200, filed 4/26/02, effective 5/27/02. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 93-12-008, § 132H-120-200, filed 5/19/93, effective 6/19/93; 92-19-047, § 132H-120-200, filed 9/10/92, effective 10/11/92. Statutory Authority: RCW 28B.50.140. 86-01-056 (Order 91, Resolution No. 169), § 132H-120-200, filed 12/16/85; 83-12-012 (Order 84, Resolution No. 155), § 132H-120-200, filed 5/23/83; 81-07-034 (Order 71, Resolution No. 135), § 132H-120-200, filed 3/13/81; 80-15-011 (Order 71, Resolution No. 131), § 132H-120-200, filed 10/6/80; 78-07-024 (Order 57, Resolution No. 111), § 132H-120-200, filed 6/15/78; Order 44, § 132H-120-200, filed 8/11/76; Order 16, § 132H-120-200, filed 3/15/73.]

#### **WAC 132H-120-210 Purpose of disciplinary action.**

The college may apply sanctions or take other appropriate action as defined in WAC 132H-120-200 this document. Disciplinary action proceedings shall determine whether and under what conditions the violator may continue as a student of the college.

[Order 16, § 132H-120-210, filed 3/15/73.]

**WAC 132H-120-220 Responsibility of college discipline committee.** The dean of student services is the college administrator responsible for student discipline. All disciplinary procedures will be initiated by the dean or his/her designee. The dean shall have the authority to administer the disciplinary action prescribed in this chapter and to convene the college discipline committee. The composition of the college discipline committee shall be as follows: The committee shall be established each fall. It will be composed of the following persons:

(1) A faculty member appointed by the president of the college.

(2) A member of the faculty, appointed by the president of the Bellevue Community College Association of Higher Education.

(3) Two representatives selected by the student services cabinet.

(4) Three students appointed by the president of the associated students of Bellevue Community College.

None of the above-named persons shall sit in any case in which he/she has a conflict of interest, is a complainant or witness, has a direct or personal interest, or has acted previously in an advisory capacity. Decisions in this regard, including the selection of alternates, shall be made by the college discipline committee as a whole.

The college discipline committee chair will be elected by the members of the college discipline committee.

There shall be a list of alternates provided in the same manner and number in which membership was obtained. The quorum required for a hearing is the chair, one faculty member, one representative of the student services cabinet and one student.

[Statutory Authority: RCW 28B.50.140. 03-14-015, § 132H-120-220, filed 6/19/03, effective 7/20/03; 02-10-069, § 132H-120-220, filed 4/26/02, effective 5/27/02. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 93-12-008, § 132H-120-220, filed 5/19/93, effective 6/19/93; 92-19-047, § 132H-120-220, filed 9/10/92, effective 10/11/92. Statutory Authority: RCW 28B.50.140. 86-01-056 (Order 91, Resolution No. 169), § 132H-120-220, filed 12/16/85; Order 16, § 132H-120-220, filed 3/15/73.]

**WAC 132H-120-225 Disciplinary terms.** The following definitions of disciplinary terms have been established to provide consistency in the application of penalties:

(1) Disciplinary warning: Formal action censoring a student for violation of college rules or regulations or for failure to satisfy the college's expectations regarding conduct. Disciplinary warnings are always made in writing to the student by the dean of student services. A disciplinary warning indicates to the student that continuation of the specific conduct involved or other misconduct will result in one of the more serious disciplinary actions described below.

(2) Disciplinary probation: Formal action placing conditions upon the student's continued attendance for violation of college rules or regulations or failure to satisfy the college's expectations regarding conduct. Disciplinary probation warns the student that any further misconduct will make him/her liable to suspension or expulsion from the college. Disciplinary probation may be for a specific term or for an indefinite period.

(3) Suspension: Formal action dismissing a student temporarily from the college for unacceptable conduct or violation of college rules or regulations. Suspension may be for an indefinite period, but the implication of the action is that the student may eventually return if evidence or other assurance is presented that the unacceptable conduct will not be repeated.

(4) Summary suspension: Exclusion from college property and/or classes and other privileges or activities in accordance with WAC 132H-120-405.

(5) Expulsion: Students may be expelled only on the approval of the president of the college and on the recommendation of the dean of student services or the college discipline committee. The notification expelling a student will indicate, in writing, the term of the expulsion and any conditions which must be met before readmission. There is no refund of fees for the quarter in which the action is taken, but fees paid in advance for a subsequent quarter are to be refunded.

(6) Registration denied: Formal action refusing to allow a student to register for subsequent quarters, for violation of college rules or regulations, or failure to satisfy the college's expectations regarding conduct, or failure to fulfill obligations to the college.

Students may be denied registration only on the approval of the president and on the recommendation of the dean of student services or college discipline committee. The initiating authority, in his/her written notification to the student, will detail the reasons for the denial of registration and the conditions to be met before registration will be allowed. Registration may be denied for a fixed or indefinite period. Future registration will not be allowed until the initiating authority is satisfied that the conditions have been met.

(7) Restitution: Reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 93-12-008, § 132H-120-225, filed 5/19/93, effective 6/19/93; 92-19-047, § 132H-120-225, filed 9/10/92, effective 10/11/92.]

#### **WAC 132H-120-235 Initial disciplinary proceedings.**

(1) All disciplinary proceedings will be initiated by the dean of student services or his or her designated representative. The student may be placed on suspension pending commencement of disciplinary action, pursuant to the conditions set forth in WAC 132H-120-405.

(2) Any student accused of violating any provision of the rules of conduct shall be called for an initial meeting with the dean of student services or his or her designated representative. The student will be informed in writing of what provision or provisions of the rules of conduct he/she is charged with violating, and what appears to be the range of penalties, if any, which might result from initiation of disciplinary proceedings.

(3) After considering the evidence in the case and interviewing the accused student, if the accused student has appeared at the scheduled conference, the dean may take any of the following actions:

(a) Terminate the proceeding, exonerating the student or students;

(b) Dismiss the case after whatever counseling and advice the dean deems appropriate;

(c) Impose verbal warning to student directly, not subject to the student's right of appeal as provided in this chapter;

(d) Impose additional sanctions of reprimand, probation, suspension or dismissal, subject to the student's right of appeal as provided in the following provisions.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-047, § 132H-120-235, filed 9/10/92, effective 10/11/92.]

#### **WAC 132H-120-245 Appeals of disciplinary action—**

**Generally.** (1) Appeals contesting any disciplinary action may be made by the student(s) involved. Such appeals shall be made in the following order:

(a) Disciplinary action taken by the dean of student services or his or her designee(s) may be appealed to the discipline committee, which may, at the request of the dean, hear the case de novo.

(b) Disciplinary recommendations made by the discipline committee may be appealed by the student to the presi-

dent of the college. The president shall review the record of the proceedings which give rise to the appeal, as well as the recommendations made by the dean and the discipline committee. The president's decision shall be final.

(2) Any appeal by a student receiving a disciplinary sanction must meet the following conditions: (a) The appeal must be in writing and must clearly state errors in fact or matters in extenuation or mitigation which justify the appeal; and (b) the appeal must be filed within twenty-one calendar days from the date on which the student was notified that disciplinary action was being taken.

(3) All decisions shall be sent from the office of the dean to the president. Written decisions shall include the signature of the discipline committee chair. Copies shall be sent to the president of the college or his or her designee and the student involved in the proceeding.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 93-12-008, § 132H-120-245, filed 5/19/93, effective 6/19/93; 92-19-047, § 132H-120-245, filed 9/10/92, effective 10/11/92.]

#### **WAC 132H-120-300 Discipline committee procedure.**

(1) The discipline committee shall conduct a hearing within twenty calendar days after disciplinary action has been referred to the committee.

(2) When a person is charged with an offense punishable by suspension, or dismissal of his or her relationship with the institution, and where the person

(a) Waives the opportunity for a brief adjudicative proceeding, or

(b) By his/her conduct in the judgment of the hearing officer makes it impossible to conduct a brief adjudicative proceeding, or

(c) Is dissatisfied with the results of the brief adjudicative proceeding; that person is entitled to an adjudicative proceeding according to the provisions of RCW 34.05.410 and the guidelines of this chapter. Where an adjudicative proceeding is neither required by law nor requested by the student or the college, the matter may be resolved informally. Brief adjudicative proceedings before the discipline committee shall be conducted in any manner which will bring about a prompt, fair resolution of the matter.

(3) Written notice of the time and place of this hearing before the college discipline committee, shall be given to the student by personal service or certified mail not less than fifteen calendar days in advance of the hearing. The notice shall be issued by the dean of student services and shall contain:

(a) A statement of the time, place and nature of the disciplinary proceedings;

(b) A statement of the charges including reference to the particular sections of the student code involved; and

(c) To the extent known, a list of witnesses who will appear and a summary description of any documentary or other physical evidence that will be presented by the college at the hearing.

(4) The student shall be entitled to:

(a) Hear and examine the evidence against him or her and be informed of the identity of its source;

(b) Present evidence in his or her own behalf and to cross-examine witnesses testifying on behalf of the college as to factual matters.

(c) Take depositions upon oral examination or written interrogatories. Discovery shall be done according to the rules of civil procedure or by a less formal method where all parties agree.

(5) The student shall have all authority possessed by the college to obtain information relevant to the issues of the hearings, he/she specifically describes, in writing, and tenders to the dean of student services no later than three days prior to the hearings, or requests the presence of witnesses or the production of other relevant evidence.

(6) The student shall have the right to dismiss a member of the college discipline committee on prejudicial grounds if notice is tendered in writing to the dean of student services at least three days prior to the scheduled hearing.

(7) The student may be represented by counsel of his or her choice at the disciplinary hearing. If the student elects to choose a duly licensed attorney as his or her counsel, he or she must tender at least seven calendar days' notice thereof to the dean of student services.

(8) In all disciplinary proceedings the college may be represented by the dean of student services or his or her designee who shall present the college's case to the college discipline committee. The dean of student services may elect to have the college represented by an assistant attorney general.

(9) An adequate record of the hearing shall be maintained and shall include:

- (a) All documents, motions, and intermediate rulings;
- (b) Evidence received and considered;
- (c) A statement of matters noticed; and
- (d) Questions and offers of proof, objections and rulings thereon.

(10) The chair of the college discipline committee shall preside at the disciplinary hearing and shall be considered the presiding officer.

(11) The dean of student services shall designate a recorder to take notes during the hearing and to prepare a written summary of all evidence, facts and testimony presented to the college discipline committee during the course of the hearing.

(12) Hearings conducted by the college discipline committee generally will be held in closed session, provided that the accused student may request the hearing to be held in open session.

(13) If at any time during the conduct of a hearing visitors disrupt the proceedings, the chair of the committee may exclude such persons from the hearing room.

(14) Any student attending the college discipline committee hearing who continues to disrupt the proceedings after the chair of the committee has asked him or her to cease or to leave the hearing room shall be subject to disciplinary action.

[Statutory Authority: RCW 28B.50.140. 03-14-015, § 132H-120-300, filed 6/19/03, effective 7/20/03; 02-10-069, § 132H-120-300, filed 4/26/02, effective 5/27/02. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 93-12-008, § 132H-120-300, filed 5/19/93, effective 6/19/93; 92-19-047, § 132H-120-300, filed 9/10/92, effective 10/11/92; Order 16, § 132H-120-300, filed 3/15/73.]

**WAC 132H-120-305 Evidence admissible in hearings.** (1) Only those matters presented at the hearing, in the presence of the accused student (except where the student fails to attend after receipt of proper notice) will be consid-

ered in determining whether the discipline committee has sufficient cause to believe that the accused student is guilty of violating the rules he or she is charged with having violated. Hearsay evidence is admissible in the hearing.

(2) The presiding officer of the discipline committee shall, in the course of presiding at the disciplinary hearing, give effect to the rules of privilege recognized by law and exclude incompetent, irrelevant, immaterial and unduly repetitious evidence.

(3) Evidence or testimony to be offered by or on behalf of the student in extenuation or mitigation shall not be presented or considered until all substantive evidence or testimony has been presented.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-047, § 132H-120-305, filed 9/10/92, effective 10/11/92.]

**WAC 132H-120-310 Decision by the college discipline committee.** (1) Upon conclusion of the disciplinary hearing, the college discipline committee shall consider all the evidence therein presented and decide by majority vote whether to uphold the decision of the dean of student services or to recommend to the president any of the following actions:

(a) That the college terminate the proceedings and exonerate the student or students;

(b) That the college impose any of the disciplinary actions as provided in this chapter.

(2) Within seven calendar days, the student will be provided with a copy of the college discipline committee's findings of fact and conclusions regarding what occurred, whether the student violated any provision of the student code and recommendation for the final disposition of the matter at issue. The committee shall also advise the student of his/her rights to present, within twenty-one calendar days, a written statement to the president of the college appealing the recommendation of the college discipline committee.

[Statutory Authority: RCW 28B.50.140. 03-14-015, § 132H-120-310, filed 6/19/03, effective 7/20/03. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-047, § 132H-120-310, filed 9/10/92, effective 10/11/92; Order 16, § 132H-120-310, filed 3/15/73.]

**WAC 132H-120-335 Final appeal.** Any student who is aggrieved by the finding(s) or conclusions of an appeal to the discipline committee may appeal the same in writing to the president within twenty-one days following notification to the student of the action taken by the committee. The president may, at his or her discretion, suspend the disciplinary actions imposed. In the consideration of such an appeal, the president shall base his or her findings and decision solely on the official written record of the case and on any reports or recommendations of the discipline committee and/or the dean who conducted the original hearing.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 93-12-008, § 132H-120-335, filed 5/19/93, effective 6/19/93; 92-19-047, § 132H-120-335, filed 9/10/92, effective 10/11/92.]

**WAC 132H-120-350 Readmission after expulsion.** Any student expelled from the college may be readmitted only on written petition to the office which initiated the action resulting in his expulsion. Such petitions must indicate how specified conditions have been met and if the term of the

expulsion has not expired, any reasons which support a reconsideration of the matter. Because the president of the college participates in all disciplinary actions expelling students from the college, decisions on such petitions for readmission must be reviewed and approved by the president before readmission is granted. The president shall render a decision in writing to the student.

[Statutory Authority: RCW 28B.50.140. 02-10-069, § 132H-120-350, filed 4/26/02, effective 5/27/02. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-047, § 132H-120-350, filed 9/10/92, effective 10/11/92; Order 16, § 132H-120-350, filed 3/15/73.]

**WAC 132H-120-360 Reporting, recording and maintenance of records.** Records of all disciplinary cases shall be kept in the office of the dean of student services. Except in proceedings wherein the student is exonerated, all documentary or other physical evidence produced or considered in disciplinary proceedings and all recorded testimony shall be preserved for not more than five years. No record of proceedings wherein the student is exonerated, other than the fact of exoneration, shall be maintained in the student's file or other college repository after the date of the student's graduation.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-047, § 132H-120-360, filed 9/10/92, effective 10/11/92. Statutory Authority: RCW 28B.50.140. 86-01-056 (Order 91, Resolution No. 169), § 132H-120-360, filed 12/16/85; Order 16, § 132H-120-360, filed 3/15/73.]

**WAC 132H-120-405 Summary suspension proceedings.** (1) If a dean or his or her designee(s) has cause to believe that any student (a) has committed a felony; or (b) has violated any provision of this chapter; and (c) presents an imminent danger either to himself or herself, other persons on the college campus or to the educational process; that student shall be summarily suspended and shall be notified by certified and regular mail at the student's last known address, or shall be personally served. Summary suspension is appropriate only where (c) of this subsection can be shown, either alone or in conjunction with (a) or (b) of this subsection.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-047, § 132H-120-405, filed 9/10/92, effective 10/11/92.]

**WAC 132H-120-410 Permission to enter or remain on campus.** During the summary suspension period, the suspended student shall not enter any campus of District No. VIII other than to meet with the dean of student services or to attend the hearing. However, the dean of student services or the college president may grant the student special permission to enter a campus for the express purpose of meeting with faculty, staff, or students in preparation for a probable cause hearing.

[Statutory Authority: RCW 28B.50.140. 02-10-069, § 132H-120-410, filed 4/26/02, effective 5/27/02. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-047, § 132H-120-410, filed 9/10/92, effective 10/11/92; Order 16, § 132H-120-410, filed 3/15/73.]

**WAC 132H-120-420 Notice of summary suspension proceedings.** (1) When the president or his/her designee exercises the authority to summarily suspend a student, he/she shall cause notice thereof to be served upon that student by registered or certified mail at the student's last known address, or by causing personal service of such notice upon that student.

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(2) The notice shall be entitled "notice of summary suspension proceedings" and shall state:

(a) The charges against the student including reference to the provisions of the student code of Bellevue Community College District VIII or the law involved; and

(b) That the student charged must appear before the dean of student services at a time specified in the notice for a hearing as to whether probable cause exists to continue the summary suspension. The hearing shall be held as soon as practicable after the summary suspension.

[Statutory Authority: RCW 28B.50.140. 02-10-069, § 132H-120-420, filed 4/26/02, effective 5/27/02. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-047, § 132H-120-420, filed 9/10/92, effective 10/11/92; Order 16, § 132H-120-420, filed 3/15/73.]

**WAC 132H-120-430 Procedures of summary suspension hearing.** (1) The summary suspension hearing shall be considered an emergency adjudicative proceeding. The proceeding must be conducted as soon as practicable with the dean of student services presiding.

(2) At the summary suspension hearing, the dean of student services shall determine whether there is probable cause to believe that continued suspension is necessary and/or whether some other disciplinary action is appropriate.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-047, § 132H-120-430, filed 9/10/92, effective 10/11/92; Order 16, § 132H-120-430, filed 3/15/73.]

**WAC 132H-120-440 Decision by the dean of student services.** If the dean of student services, following the conclusion of the summary suspension proceedings, finds that there is probable cause to believe that:

(1) The student against whom specific violations of law or of provisions of this chapter are alleged has committed one or more of such violations upon any college facility; and

(2) That summary suspension of said student is necessary for the protection of the student, other students or persons on college facilities, college property, the educational process, or to restore order to the campus, and

(3) Such violation or violations of the law or of provisions of this chapter constitute grounds for disciplinary action, then the dean of student services may, with the written approval of the president, continue to suspend such student from the college and may impose any other disciplinary action appropriate.

[Statutory Authority: RCW 28B.50.140. 02-10-069, § 132H-120-440, filed 4/26/02, effective 5/27/02. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-047, § 132H-120-440, filed 9/10/92, effective 10/11/92; Order 16, § 132H-120-440, filed 3/15/73.]

**WAC 132H-120-450 Notice of suspension.** (1) A student who is suspended or otherwise disciplined pursuant to the above rules shall be provided with a written copy of the dean of student service's findings of fact and conclusions, as expressly concurred in by the president, which constituted probable cause to believe that the conditions for summary suspension existed.

(2) The student suspended pursuant to the authority of this rule shall be served a copy of the notice of suspension by personal service or by registered mail to said student's last

known address within three working days following the conclusion of the summary suspension hearing.

(3) The notice of suspension shall state the duration of the suspension or nature of other disciplinary action and the conditions under which the suspension may be terminated.

[Statutory Authority: RCW 28B.50.140. 02-10-069, § 132H-120-450, filed 4/26/02, effective 5/27/02. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-047, § 132H-120-450, filed 9/10/92, effective 10/11/92; Order 16, § 132H-120-450, filed 3/15/73.]

**WAC 132H-120-460 Suspension for failure to appear.** The dean of student services is authorized to enforce the suspension of the summarily suspended student in the event the student has been served pursuant to the notice requirement and fails to appear at the time designated for the summary suspension proceeding.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-047, § 132H-120-460, filed 9/10/92, effective 10/11/92; Order 16, § 132H-120-460, filed 3/15/73.]

**WAC 132H-120-475 Appeals from summary suspension hearing.** (1) Any student aggrieved by an order issued at the summary suspension proceeding may appeal to the discipline committee. No such appeal shall be entertained, however, unless

(a) The student has first appeared at the student hearing in accordance with WAC 132H-120-430;

(b) The student has been officially notified of the outcome of the hearing;

(c) Summary suspension or other disciplinary sanction has been upheld; and

(d) The appeal conforms to the standards set forth in WAC 132H-120-245(2).

(2) The discipline committee shall, within five working days, conduct a formal hearing in the manner described in WAC 132H-120-300.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 93-12-008, § 132H-120-475, filed 5/19/93, effective 6/19/93; 92-19-047, § 132H-120-475, filed 9/10/92, effective 10/11/92.]

## Chapter 132H-121 WAC GENERAL CONDUCT

### WAC

132H-121-010	Smoking.
132H-121-020	Hazing rules.

**WAC 132H-121-010 Smoking.** It shall be the policy of Bellevue Community College, consistent with its efforts to promote wellness, fitness, and a campus environment conducive to work, study, and activities for staff, students, and the public, to maintain a smoke/tobacco free indoor campus environment. Smoking and tobacco use is permitted only in designated locations. Receptacles for smoking materials are provided and are required to be used to maintain litter free campus grounds.

Information regarding the Bellevue Community College smoking policy is available in Campus Operations, located in K100.

[Statutory Authority: RCW 28B.15.605. 00-21-013, § 132H-121-010, filed 10/6/00, effective 11/6/00. Statutory Authority: Chapter 34.05 RCW and

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RCW 28B.50.140. 92-19-051, § 132H-121-010, filed 9/10/92, effective 10/11/92.]

**WAC 132H-121-020 Hazing rules.** Community College District VIII board of trustees has authorized the college to adopt rules to regulate hazing activities within college sponsored organizations, associations, or living groups.

(1) Hazing is prohibited. Hazing means any method of initiation into a student organization, association, or living group, or any pastime or amusement engaged in with respect to such an organization or living group that causes, or is likely to cause bodily danger or physical harm, or serious mental or emotional harm, to any student or other person attending any institution of higher education or post-secondary institution.

### PENALTIES

(1) Any organization, association, or living group that knowingly permits hazing shall:

(a) Be liable for harm caused to persons or property resulting from hazing, and

(b) Be denied recognition by Bellevue Community College as an official organization, association or student living group on the Bellevue Community College campus. If the organization, association or student living group is a corporation, whether for profit or nonprofit, the individual directors of the corporation may be held individually liable for damages.

(2) A person who participates in the hazing of another shall forfeit any entitlement to state-funded grants, scholarships or awards for not less than one academic quarter and up to and including permanent forfeiture, based upon the seriousness of the violation(s).

(3) The student code of Community College District VIII may be applicable to hazing violations, WAC 132H-120-200 (1)(3), 132H-120-210 through 132H-120-475.

(4) Hazing violations are also misdemeanors punishable under state criminal law according to RCW 9A.20.021.

### SANCTIONS FOR IMPERMISSIBLE CONDUCT NOT AMOUNTING TO HAZING

(1) Impermissible conduct associated with initiation into a student organization or living group or any pastime or amusement engaged in, with respect to the organization or living group, will not be tolerated.

(2) Impermissible conduct which does not amount to hazing may include conduct which causes embarrassment, sleep deprivation or personal humiliation, or may include ridicule or unprotected speech amounting to verbal abuse.

(3) Impermissible conduct not amounting to hazing is subject to sanctions available under WAC 132H-120-200 (1)(3), 132H-120-210 through 132H-120-475, the student code of Community College District VIII, depending upon the seriousness of the violation.

[Statutory Authority: RCW 128B.50.140 [28B.50.140]. 95-19-050, § 132H-121-020, filed 9/14/95, effective 10/15/95.]

## Chapter 132H-122 WAC WITHHOLDING SERVICES FOR OUTSTANDING DEBTS

### WAC

132H-122-010	Statement of policy.
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132H-122-020	Withholding services for outstanding debts.
132H-122-030	Appeal of initial order upholding the withholding of services for outstanding debts.

**WAC 132H-122-010 Statement of policy.** The college expects that students who receive services for which a financial obligation is incurred will exercise responsibility in meeting these obligations. Appropriate college staff are empowered to act in accordance with regularly adopted procedures to carry out the intent of this policy, and if necessary to initiate legal action to insure that collection matters are brought to a timely and satisfactory conclusion.

Admission to or registration with the college, conferring of degrees and issuance of academic transcripts may be withheld for failure to meet financial obligations to the college.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-054, § 132H-122-010, filed 9/10/92, effective 10/11/92.]

**WAC 132H-122-020 Withholding services for outstanding debts.** (1) Where there is an outstanding debt owed to the college and upon receipt of a written request inquiring as to the reason(s) for services or refund being withheld the college shall reply in writing to the person that the services and/or refund will not be provided. The college will include the amount of the outstanding debt, and further explain that until that debt is satisfied (or stayed by bankruptcy proceedings or discharged in bankruptcy), no such services and/or refund will be provided to the individual.

(a) The notice shall include a statement to inform the individual that he or she has a right to a hearing before a person designated by the president of the college if he or she believes that no debt is owed. The notice shall state that the request for the hearing must be made within twenty-one days from the date of notification.

(2) Upon receipt of a timely request for a hearing, the person designated by the president shall have the records and files of the college available for review and, at that time, shall hold a brief adjudicative proceeding concerning whether the individual owes or owed any outstanding debts to the institution. After the brief adjudicative proceeding, a decision shall be rendered by the president's designee indicating whether the college is correct in withholding services and/or applying off-set for the outstanding debt.

(a) If the outstanding debt is found to be owed by the individual involved, no further services shall be provided.

(b) Notice of the decision shall be sent to the individual within five days after the hearing.

[Statutory Authority: RCW 28B.50.140. 02-14-008, § 132H-122-020, filed 6/20/02, effective 7/21/02. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-054, § 132H-122-020, filed 9/10/92, effective 10/11/92.]

**WAC 132H-122-030 Appeal of initial order upholding the withholding of services for outstanding debts.** (1) Any person aggrieved by an order issued under WAC 132H-122-020 may file an appeal with the president. The appeal must be in writing and must clearly state errors in fact or matters in extenuation or mitigation which justify the appeal.

(2) The appeal must be filed within twenty-one days from the date on which the appellant received notification of the order issued under WAC 132H-122-020 upholding the

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withholding of services for outstanding debts. The president's determination shall be final.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-054, § 132H-122-030, filed 9/10/92, effective 10/11/92.]

## Chapter 132H-131 WAC SCHOLARSHIPS AND FINANCIAL AID

### WAC

132H-131-010	Scholarships.
132H-131-020	Financial aid.

**WAC 132H-131-010 Scholarships.** Detailed information concerning the criteria, eligibility, procedures for application and other information regarding scholarships may be obtained at the following address: Bellevue Community College, Attention: Scholarships, 3000 Landerholm Circle S.E., Bellevue, WA 98007-6484.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-053, § 132H-131-010, filed 9/10/92, effective 10/11/92.]

**WAC 132H-131-020 Financial aid.** Federal, state and private financial aid applications and information may be obtained at the following address: Bellevue Community College, Attention: Financial Services Office, 3000 Landerholm Circle S.E., Bellevue, WA 98007-6484.

Award of federal and state aid will be made in accordance with applicable federal and state laws and regulations.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-053, § 132H-131-020, filed 9/10/92, effective 10/11/92.]

## Chapter 132H-133 WAC ORGANIZATION AND GENERAL OPERATING POLICIES OF COMMUNITY COLLEGE DISTRICT VIII

### WAC

132H-133-010	Title.
132H-133-020	Purpose.
132H-133-040	Organization/operation information.
132H-133-050	Commercial activity policy.

**WAC 132H-133-010 Title.** WAC 132H-133-010 through 132H-133-150 shall be known as the organization and general operating policies of Community College District VIII.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-049, § 132H-133-010, filed 9/10/92, effective 10/11/92.]

**WAC 132H-133-020 Purpose.** To incorporate those policies that pertain to the campus-wide community and not otherwise incorporated in the Washington Administrative Code of Community College District VIII.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-049, § 132H-133-020, filed 9/10/92, effective 10/11/92.]

**WAC 132H-133-040 Organization/operation information.** (1) Organization: Bellevue Community College, Community College District VIII is established in Title 28B RCW as a public institution of higher education. The institution is governed by a five-member board of trustees, appointed by the governor. The board employs a president,

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who acts as the chief executive officer of the institution. The president establishes the structure of the administration.

(2) **Operation:** The administrative office is located at the following address: 3000 Landerholm Circle[,] S.E., Bellevue, Washington 98007-6484. Educational operations are also located at other sites throughout the district. The office hours are 8:00 a.m. to 5:00 p.m., Monday, through Friday, except legal holidays. During the summer months the college operates on an alternate schedule and throughout the year, some evening services are provided. Specific information is available through the college public information office and in the quarterly schedule.

(3) Additional and detailed information concerning the educational offerings may be obtained from the catalog, copies of which are available at the following address: Bookstore, 3000 Landerholm Circle, S.E., Bellevue, Washington 98007-6484.

[Statutory Authority: RCW 28B.50.140. 03-01-009, § 132H-133-040, filed 12/5/02, effective 1/5/03. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-049, § 132H-133-040, filed 9/10/92, effective 10/11/92.]

**Reviser's note:** RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

**WAC 132H-133-050 Commercial activity policy.** The mission of Community College District VIII, Bellevue Community College, is to provide comprehensive educational programs of the highest quality as provided for in the Community College Act of 1967. These programs will be responsive to the changing needs of the communities and the students served by our district and will be accessible to all those seeking to continue their education.

To promote the mission of Bellevue Community College it is often necessary to engage in commercial activities that provide goods and services that meet special needs of students, faculty, staff and members of the public participating in college activities and events.

Chapter 28B.63 RCW establishes standards for institutions of higher education to follow in conducting commercial activities. The purpose of these laws is to require institutions of higher education to define the legitimate purposes under which commercial activities may be approved by a college or university and to establish mechanisms for review of such activities. The purpose of the policy statement and standards that follow is to assure that Bellevue Community College pursues commercial activities in compliance with chapter 28B.63 RCW and that all commercial activities of the college serve the mission of the college.

(1) **Policy statement.** Bellevue Community College may engage in the providing of goods, services, or facilities for a fee only when such are directly and substantially related to the educational mission of the college. Fees charged for goods, services[,] and facilities shall reflect their full direct and indirect costs, including overhead. They shall also take into account the price of such items in the private marketplace.

(2) **Approval and review of commercial activities.** The vice-president of administrative services shall be responsible for the approval of new commercial activities and the periodic review of existing ones. It shall be the responsibility of

this officer to assure that each commercial activity meets the criteria established for commercial activities of the college. Proposals for new or altered services shall be approved by the vice-president of administrative services prior to implementation.

(3) **Criteria for commercial activities serving members of the campus community.** Each of the following criteria shall be used in assessing the validity of providing goods or services to members of the campus community:

(a) The goods or services are substantially and directly related to the mission of the college.

(b) Provision of the goods, services or facilities on campus represents a special convenience to the campus community or facilitates extracurricular activities.

(c) Fees charged for the goods, services or facilities shall take into account the full direct and indirect costs, including overhead. They shall also reflect the costs of such items in the private marketplace.

(d) Procedures adequate to the circumstances shall be observed to ensure that the goods and services are provided only to persons who are students, faculty, staff, or invited guests.

(4) **Criteria for providing commercial activities to the external community.**

(a) The goods, services or facilities provided relate substantially and directly to the mission of the college and are not commonly available or otherwise easily accessible in the private marketplace and are [in] demand from external community.

(b) Fees charged for the goods, services, or facilities shall take into account the full direct and indirect costs, including overhead. They shall also reflect the price of such items in the private marketplace.

(5) **Definitions and limitations.** "Commercial activity" means an activity which provides a product or service for a fee which could be obtained from a commercial source. This definition shall be used to determine which activities shall be governed by this policy, except that this policy shall not apply to:

(a) The initiation of or changes in academic or vocational programs of instruction in the college's regular, extension, evening or continuing education programs;

(b) Fees for services provided in the practicum aspects of instruction;

(c) Extracurricular programs, including food services, athletic and recreational programs, and performing arts programs.

[Statutory Authority: RCW 28B.50.140. 03-01-009, § 132H-133-050, filed 12/5/02, effective 1/5/03. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-049, § 132H-133-050, filed 9/10/92, effective 10/11/92.]

**Reviser's note:** RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

## Chapter 132H-136 WAC

### LIBRARY MEDIA CENTER CODE

#### WAC

132H-136-010	Title.
132H-136-015	Purpose.

132H-136-020	Loans.
132H-136-025	Services.
132H-136-030	Fines.

#### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

132H-136-035	Schedule of fines. [Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-052, § 132H-136-035, filed 9/10/92, effective 10/11/92.] Repealed by 05-17-013, filed 8/4/05, effective 9/4/05. Statutory Authority: RCW 28B.50.140.
132H-136-040	Student handbook. [Order 35, § 132H-136-040, filed 10/10/75; Order 13, § 132H-136-040, filed 3/9/73.] Repealed by 05-17-013, filed 8/4/05, effective 9/4/05. Statutory Authority: RCW 28B.50.140.

**WAC 132H-136-010 Title.** WAC 132H-136-010 through 132H-136-040 will be known as the library media center policy of Community College District VIII.

[Statutory Authority: RCW 28B.50.140. 05-17-013, § 132H-136-010, filed 8/4/05, effective 9/4/05; Order 13, § 132H-136-010, filed 3/9/73.]

**WAC 132H-136-015 Purpose.** The library media center (LMC) provides the information resources needed by students, faculty, staff and the community to encourage learning, innovation, intellectual integrity and civic responsibility. The LMC resources and services support the college's mission to provide accessible services and meet the changing educational needs of our diverse community. This policy applies to all BCC employees, students and library users who use any of the library media center resources and facilities.

[Statutory Authority: RCW 28B.50.140. 05-17-013, § 132H-136-015, filed 8/4/05, effective 9/4/05.]

**WAC 132H-136-020 Loans.** Materials from the Bellevue Community College library media center are available to be checked out by members of the following groups.

(1) All currently registered students of Bellevue Community College.

(2) All currently employed faculty, emeritus faculty, administrative and classified staff, retired employees, members of the board of trustees and emeritus trustees.

(3) Individuals who show a particular need for specialized items in the library media collections which are not available elsewhere.

(4) Students and faculty from other institutions with which the Bellevue Community College library media center has a "reciprocal borrowing agreement." This group may use materials on a loan basis at the discretion of the circulation/media services manager, who shall determine lending priorities based upon the current usage of individual items by Bellevue Community College students.

[Statutory Authority: RCW 28B.50.140. 05-17-013, § 132H-136-020, filed 8/4/05, effective 9/4/05; Order 35, § 132H-136-020, filed 10/10/75; Order 13, § 132H-136-020, filed 3/9/73.]

**WAC 132H-136-025 Services.** The library media center maintains a web site and publishes a brochure summarizing information about the LMC, including hours of service, circulation of collections (including print and nonprint materials), and services and resources available (including media, equipment, and facilities).

[Statutory Authority: RCW 28B.50.140. 05-17-013, § 132H-136-025, filed 8/4/05, effective 9/4/05.]

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**WAC 132H-136-030 Fines.** Charges are levied for overdue, lost, damaged materials and equipment.

(1) Replacement charges will include cost of replacement plus a processing fee. Replacement costs for items that are no longer in print or not available for purchase will be based upon the cost of a similar item plus a processing fee.

(2) Charges for overdue materials will be according to a fee schedule that is posted in the circulation desk area and the LMC web site and brochure. Students may appeal charges by following the library fines appeal procedure as detailed in the LMC manual of policies and procedures, a copy of which is available in the reserve collection.

(3) When materials are not returned, or charges not paid, holds are placed on the transcript records of those involved—only as a sanction to cause the ultimate return of library media material in order to protect the integrity of the library collection.

(4) In extreme cases, when expensive or valuable items are involved, the provisions of RCW 27.12.340 may be invoked.

[Statutory Authority: RCW 28B.50.140. 05-17-013, § 132H-136-030, filed 8/4/05, effective 9/4/05. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-052, § 132H-136-030, filed 9/10/92, effective 10/11/92; Order 35, § 132H-136-030, filed 10/10/75; Order 13, § 132H-136-030, filed 3/9/73.]

### Chapter 132H-140 WAC

#### FEES—FACILITY RENTAL—ADDITIONAL SERVICES FOR COMMUNITY COLLEGE DISTRICT VIII

##### WAC

132H-140-010	Title.
132H-140-020	Statement of purpose.
132H-140-025	Facilities use for first amendment activities.
132H-140-030	Request for use of facilities.
132H-140-040	Facility usage board policy.
132H-140-050	Scheduling and reservation practices.
132H-140-065	Limitations and denial of use.
132H-140-070	Other requirements.
132H-140-085	Facility rental/use fees.
132H-140-110	Animals policy.
132H-140-120	Trespass.

#### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

132H-140-060	Limitations. [Statutory Authority: RCW 28B.50.140. 82-11-039 (Order 80, Resolution No. 149), § 132H-140-060, filed 5/12/82; 79-10-051 (Order 64, Resolution No. 121), § 132H-140-060, filed 9/17/79; Order 28, § 132H-140-060, filed 3/7/75.] Repealed by 02-14-007, filed 6/20/02, effective 7/21/02. Statutory Authority: RCW 28B.50.140.
132H-140-080	Basic facility fee structure. [Statutory Authority: RCW 28B.50.140. 82-11-039 (Order 80, Resolution No. 149), § 132H-140-080, filed 5/12/82.] Repealed by 02-14-007, filed 6/20/02, effective 7/21/02. Statutory Authority: RCW 28B.50.140.
132H-140-090	Services and equipment fees. [Statutory Authority: RCW 28B.50.140. 82-11-039 (Order 80, Resolution No. 149), § 132H-140-090, filed 5/12/82.] Repealed by 02-14-007, filed 6/20/02, effective 7/21/02. Statutory Authority: RCW 28B.50.140.
132H-140-100	Delegation of authority. [Statutory Authority: RCW 28B.50.140. 82-11-039 (Order 80, Resolution No. 149), § 132H-140-100, filed 5/12/82.] Repealed by 02-14-007, filed 6/20/02, effective 7/21/02. Statutory Authority: RCW 28B.50.140.
132H-140-900	Form—No. BCC-040-026—Application for use of college facilities. [Statutory Authority: RCW 28B.50.140. 79-10-051 (Order 64, Resolution No. 121), § 132H-140-

132H-140-9001

900, filed 9/17/79; Order 28, Form BCC-040-026 (codified as WAC 132H-140-900), filed 3/7/75.] Repealed by 02-14-007, filed 6/20/02, effective 7/21/02. Statutory Authority: RCW 28B.50.140.  
 Form—No. BCC-040-035—Request for optional services. [Order 28, Form BCC-040-035 (codified as WAC 132H-140-9001), filed 3/7/75.] Repealed by 79-10-051 (Order 64, Resolution No. 121), filed 9/17/79. Statutory Authority: RCW 28B.50.140.

**WAC 132H-140-010 Title.** WAC 132H-140-010 through 132H-140-110 will be known as facility usage for other than first amendment activities for Community College District VIII.

[Statutory Authority: RCW 28B.50.140. 05-07-069, § 132H-140-010, filed 3/14/05, effective 4/14/05; 82-11-039 (Order 80, Resolution No. 149), § 132H-140-010, filed 5/12/82; 79-10-051 (Order 64, Resolution No. 121), § 132H-140-010, filed 9/17/79; Order 28, § 132H-140-010, filed 3/7/75.]

**WAC 132H-140-020 Statement of purpose.** Bellevue Community College District VIII is an educational institution provided and maintained by the people of the state of Washington. The college reserves its facilities, buildings and grounds for those activities that are related to its broad educational mission. At other times, the college facilities may be made available to other individuals and organizations.

The purpose of these regulations is to establish procedures and reasonable controls for the use of college facilities for non-college groups and for college groups where applicable.

In keeping with this general purpose, and consistent with RCW 28B.50.140(7) and 28B.50.140(9), facilities should be available for a variety of uses which are of benefit to the general public if such general uses substantially relate to and do not interfere with the mission of the college. However, a state agency is under no obligation to make its public facilities available to the community for private purposes.

Primary consideration shall be given at all times to activities specifically related to the college's mission, and no arrangements shall be made that may interfere with, or operate to the detriment of, the college's own teaching, or public service programs.

Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of space assigned, time of use, and to insure the proper maintenance of the facilities. Subject to the same limitations, college facilities shall be made available for assignment to individuals or groups within the college community. Such arrangements by both organizations and individuals must be made through campus operations.

[Statutory Authority: RCW 28B.50.140. 05-07-069, § 132H-140-020, filed 3/14/05, effective 4/14/05; 02-14-007, § 132H-140-020, filed 6/20/02, effective 7/21/02; 82-11-039 (Order 80, Resolution No. 149), § 132H-140-020, filed 5/12/82; 79-10-051 (Order 64, Resolution No. 121), § 132H-140-020, filed 9/17/79; Order 28, § 132H-140-020, filed 3/7/75.]

**WAC 132H-140-025 Facilities use for first amendment activities.** Use of the campus for first amendment activities, as defined by law, is governed by the rules set forth in chapter WAC 132H-142-010 through 132H-142-060. This chapter does not apply to those individuals or groups using the college facilities for first amendment activities.

[Statutory Authority: RCW 28B.50.140. 05-07-069, § 132H-140-025, filed 3/14/05, effective 4/14/05.]

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### **WAC 132H-140-030 Request for use of facilities.**

Requests by noncollege groups for utilization of college facilities shall be made to the director of campus operations or a designee, who shall be the agent of the college in consummating rental and use agreements.

[Statutory Authority: RCW 28B.50.140. 05-07-069, § 132H-140-030, filed 3/14/05, effective 4/14/05; 02-14-007, § 132H-140-030, filed 6/20/02, effective 7/21/02; 79-10-051 (Order 64, Resolution No. 121), § 132H-140-030, filed 9/17/79; Order 28, § 132H-140-030, filed 3/7/75.]

**WAC 132H-140-040 Facility usage board policy.** The board of trustees of Bellevue Community College District VIII provides college personnel, students, college organizations and the general public the opportunity to use the college grounds and buildings subject to WAC 132H-140-010 through 132H-140-110 and in compliance with local, state and federal laws if

(1) The individual or organization requesting the space is approved to use it and

(2) The space is available and has been reserved for the activity.

[Statutory Authority: RCW 28B.50.140. 02-14-007, § 132H-140-040, filed 6/20/02, effective 7/21/02; 82-11-039 (Order 80, Resolution No. 149), § 132H-140-040 (codified as WAC 132H-140-040), filed 5/12/82; 79-10-051 (Order 64, Resolution No. 121), § 132H-140-040, filed 9/17/79; Order 28, § 132H-140-040, filed 3/7/75.]

**WAC 132H-140-050 Scheduling and reservation practices.** The primary purpose of college facilities is to serve the instructional program of the college. However, the facilities, when not required for scheduled college use, may be available for rental by the public in accordance with current fee schedules and other relevant terms and conditions for such use.

No college facilities may be used by individuals or groups from outside the college unless the facilities including buildings, equipment and facilities land have been reserved.

In determining whether to accept a request for the use of college facilities, the administration shall use the college mission statement and the following items, listed in priority order, as guidelines:

(1) Bellevue Community College scheduled programs and activities.

(2) Major college events.

(3) Foundation related events.

(4) Noncollege (outside individual or organization) events.

Arrangements for use of college facilities must be made through the campus operations office.

[Statutory Authority: RCW 28B.50.140. 05-07-069, § 132H-140-050, filed 3/14/05, effective 4/14/05; 02-14-007, § 132H-140-050, filed 6/20/02, effective 7/21/02; 82-11-039 (Order 80, Resolution No. 149), § 132H-140-050, filed 5/12/82; 79-10-051 (Order 64, Resolution No. 121), § 132H-140-050, filed 9/17/79; Order 28, § 132H-140-050, filed 3/7/75.]

**WAC 132H-140-065 Limitations and denial of use.** Bellevue Community College is a state agency and exists to serve the public. However, the college may deny use of its facilities to any individual, group or organization if the requested use would

(1) Interfere or conflict with the college's instructional, student services or support programs;

(2) Interfere with the free flow of pedestrian or vehicular traffic on campus;

(3) Involve illegal activity;

(4) Create a hazard or result in damage to college facilities; or

(5) Create undue stress on college resources (e.g., a request for a major event may be denied if another major event is already scheduled for the same time period, because of demands for parking, security coverage, etc.).

Where college space is used for an authorized function (such as a class or a public or private meeting under approved sponsorship, administrative functions or service related activities), groups must obey or comply with directions of the designated administrative officer or individual in charge of the meeting.

Any individual or group granted permission to use college facilities shall agree in advance to abide by all college rules and regulations. The college reserves the right to deny use of college facilities to any individual or group whose past conduct indicates a likelihood that college rules and regulations will not be obeyed. The college may also deny use to a requesting individual or organization which has used the facilities in the past and has damaged college property, left college buildings and grounds in excessive disorder, or failed to cooperate with college staff concerning use of the facilities.

No person or group may use or enter onto college grounds or facilities having in their possession firearms or other dangerous weapons, even if licensed to do so, except commissioned police officers as prescribed by law.

College facilities may be used for purposes of political campaigning by or for candidates who have filed for public office, directed to members of the public, only when the full rental cost of the facility is paid. Use of state funds to pay for facility rental costs for political campaigns is prohibited.

If at any time actual use of college facilities by an individual or group constitutes an unreasonable disruption of the normal operation of the college, such use shall immediately terminate, all persons engaged in such use shall immediately vacate the premises, and leave the college property upon command of the appropriate college official.

Advertising or promotional materials for any event being held in a college facility must follow the same procedure as applies to students outlined in WAC 132H-120-050.

Use of audio amplifying equipment is permitted only in locations and at times that will not interfere with the normal conduct of college affairs.

BCC facilities may not be used for private or commercial purposes unless such activities clearly serve the educational mission of the college, are either sponsored by an appropriate college unit or conducted by contractual agreement with the college. Commercial uses may also be made as noted in WAC 132H-133-050.

Alcoholic beverages will not be served without the approval of the president or his/her designee. It shall be the responsibility of the event sponsor to obtain all necessary licenses from the Washington state liquor control board and adhere to their regulations, and those of Bellevue Community College.

(2007 Ed.)

[Statutory Authority: RCW 28B.50.140. 05-07-069, § 132H-140-065, filed 3/14/05, effective 4/14/05; 02-14-007, § 132H-140-065, filed 6/20/02, effective 7/21/02.]

**WAC 132H-140-070 Other requirements.** (1) When using college facilities, an individual or organization may be required to make an advance deposit, post a bond and/or obtain insurance to protect the college against cost or other liability.

(2) When the college grants permission to an individual or organization to use its facilities it is with the expressed understanding and condition that the individual or organization assumes full responsibility for any loss or damage resulting from such use and agrees to hold harmless and indemnify the college against any loss or damage claim arising out of such use.

[Statutory Authority: RCW 28B.50.140. 02-14-007, § 132H-140-070, filed 6/20/02, effective 7/21/02; 82-11-039 (Order 80, Resolution No. 149), § 132H-140-070, filed 5/12/82.]

**WAC 132H-140-085 Facility rental/use fees.** Fees will be charged in accordance with a schedule available at the campus operations office. The college reserves the right to make pricing changes without prior written notice, except that such price changes shall not apply to facility use agreements already approved by the administration.

[Statutory Authority: RCW 28B.50.140. 02-14-007, § 132H-140-085, filed 6/20/02, effective 7/21/02.]

**WAC 132H-140-110 Animals policy.** Pets on the grounds of Bellevue Community College shall be in the physical control of their owner in accordance with the city of Bellevue "leash law" ordinance, chapter 8.04.

Animals, except for service animals, are prohibited from entering buildings operated by Bellevue Community College.

[Statutory Authority: RCW 28B.50.140. 02-14-007, § 132H-140-110, filed 6/20/02, effective 7/21/02; 82-11-039 (Order 80, Resolution No. 149), § 132H-140-110, filed 5/12/82.]

**WAC 132H-140-120 Trespass.** (1) Individuals who are not students or members of the faculty or staff and who violate these rules will be advised of the specific nature of the violation, and if they persist in the violation, they will be requested by the president, or his or her designee, to leave the college property. Such a request prohibits the entry of and withdraws the license or privilege to enter onto or remain upon any portion of the college facilities by the person or group of persons requested to leave. Such persons shall be subject to arrest under the provisions of chapter 9A.52 RCW. Individuals requested to leave college property may appeal that decision by submitting to the college president by certified mail, return receipt requested, a letter stating the reasons the person should not be barred from college facilities. The college president or designee shall respond in writing within fifteen calendar days with a final decision of the college. Persons shall continue to be barred from college property while an appeal is pending.

(2) Students, faculty, and staff of the college who do not comply with these regulations will be reported to the appropriate college office or agency for action in accordance with

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this chapter or with other applicable rules, regulations, or policies.

[Statutory Authority: RCW 28B.50.140. 02-14-007, § 132H-140-120, filed 6/20/02, effective 7/21/02.]

**Chapter 132H-142 WAC**  
**FIRST AMENDMENT ACTIVITIES FOR**  
**COMMUNITY COLLEGE DISTRICT VIII**

**WAC**

132H-142-010	Title.
132H-142-015	Definitions.
132H-142-020	Statement of purpose.
132H-142-030	Request for use of facilities.
132H-142-040	Additional requirements for noncollege groups.
132H-142-050	The role of the president in first amendment decisions.
132H-142-060	Criminal trespass.
132H-142-070	Posting of a bond and hold harmless statement.
132H-142-080	First amendment activities and protection of the college mission.

**WAC 132H-142-010 Title.** WAC 132H-142-010 through 132H-142-060 shall be known as use of Community College District VIII facilities by college groups and noncollege groups for first amendment activities.

[Statutory Authority: RCW 28B.50.140. 05-07-069, § 132H-142-010, filed 3/14/05, effective 4/14/05.]

**WAC 132H-142-015 Definitions.** For the purposes of this policy noncollege groups shall mean individuals, or combinations of individuals, who are not currently enrolled students or current employees of Bellevue Community College or who are not officially affiliated or associated with a recognized student organization or a recognized employee group of the college.

For purposes of this policy, college groups shall mean individuals who are currently enrolled students or current employees of Bellevue Community College or who are affiliated with a recognized student organization or a recognized employee group of the college.

The college is a limited public forum for noncollege groups. The limited public forum does not include college buildings or athletic fields. College buildings, rooms, and athletic fields may be rented in accordance with the college's facilities use policy.

[Statutory Authority: RCW 28B.50.140. 05-07-069, § 132H-142-015, filed 3/14/05, effective 4/14/05.]

**WAC 132H-142-020 Statement of purpose.** Bellevue Community College District VIII is an educational institution provided and maintained by the people of the state of Washington. The public character of the college does not grant to individuals an unlimited license to engage in activity which limits, interferes with, or otherwise disrupts the normal activities for and to which the college's buildings, facilities and grounds are dedicated and said buildings, facilities and grounds are not available for unrestricted use by noncollege groups. While said buildings, facilities and grounds are not available for unlimited use by college groups, it is recognized that Bellevue Community College students and employees should be accorded opportunity to utilize the facilities and grounds of the college to the fullest extent possible. The purpose of these time, place and manner regulations is to estab-

lish procedures and reasonable controls for the use of college facilities for both noncollege and college groups. It is intended to balance the college's responsibility to fulfill its mission as a state educational institution of Washington with the interests of noncollege groups or college groups who are interested in using the campus for purposes of constitutionally protected speech, assembly or expression.

[Statutory Authority: RCW 28B.50.140. 05-07-069, § 132H-142-020, filed 3/14/05, effective 4/14/05.]

**WAC 132H-142-030 Request for use of facilities.** Subject to the regulations and requirements of this policy, college or noncollege groups may use the campus limited forums for those activities protected by the first amendment. Examples of first amendment activities would include, but not necessarily be limited to, informational picketing, petition circulation, the distribution of information leaflets or pamphlets, speech-making, demonstrations, rallies, appearances of speakers in outdoor areas, mass protests, meetings to display group feelings or sentiments and/or other types of constitutionally protected assemblies to share information, perspective or viewpoints.

Noncollege groups that intend to be on campus to engage in first amendment activities (hereinafter "the event") shall provide notice to the campus public safety department no later than forty-eight hours prior to the event along with the following information:

- (1) The name, address and telephone number of the individual, group, entity or organization sponsoring the event (hereinafter "the sponsoring organization"); and
- (2) The name, address and telephone number of a contact person for the sponsoring organization; and
- (3) The date, time and requested location of the event; and
- (4) The nature and purpose of the event; and
- (5) The type of sound amplification devices to be used in connection with the event, if any; and
- (6) The estimated number of people expected to participate in the event.

Signs shall be no larger than three feet by five feet (3' x 5') and no individual may carry more than one sign.

If more than thirty people are expected to participate in the event, the event must be held in the southern courtyard, just north of the Carlson Theater.

The use of sound amplification devices is limited to the limited public forum area as long as the sound amplification device is used at a volume which does not disrupt or disturb the normal use of classrooms, offices or laboratories or any previously scheduled college event or activity.

College groups are encouraged to notify the campus public safety department no later than forty-eight hours in advance of an event. However, unscheduled events are permitted so long as the event does not interfere with any other function occurring at the facility.

College group events shall not last longer than eight hours from beginning to end. Noncollege events shall not last longer than five hours from beginning to end.

Information may be distributed as long as it is not obscene or libelous or does not advocate unlawful conduct. The sponsoring organization is encouraged, but not required, to include its name and address on the distributed informa-

tion. To avoid excessive littering of the campus and/or greatly increased work requirements for college physical plant employees, groups are asked to cooperate with the college in limiting the distribution of information leaflets or pamphlets to the limited public forum site.

Speech that does no more than propose a commercial transaction shall not occur in connection with the event.

The limited public forum used by the group should be cleaned up and left in its original condition and may be subject to inspection by a representative of the college after the event. Reasonable charges may be assessed against the sponsoring organization for the costs of extraordinary clean-up or for the repair of damaged property.

All fire, safety, sanitation or special regulations specified for the event are to be obeyed.

The college cannot and will not provide utility connections or hook-ups for purposes of first amendment activities conducted pursuant to this policy.

The event must not obstruct vehicular, bicycle, pedestrian or other traffic or otherwise interfere with ingress or egress to the college, or to college buildings or facilities, or to college activities or events.

The event must not create safety hazards or pose unreasonable safety risks to college students, employees or invitees to the college.

The event must not interfere with educational activities inside or outside any college building or otherwise prevent the college from fulfilling its mission and achieving its primary purpose of providing an education to its students.

The event must not materially infringe on the rights and privileges of college students, employees or invitees to the college.

The event must also be in accordance with any other applicable college policies and regulations, regulations and policies of Bellevue Community College, local ordinances and/or state or federal laws.

[Statutory Authority: RCW 28B.50.140. 05-07-069, § 132H-142-030, filed 3/14/05, effective 4/14/05.]

**WAC 132H-142-040 Additional requirements for noncollege groups.** The limited public forum may not be used on the same date as any previously scheduled college event or activity at the site (aside from regularly scheduled classes) where it is reasonably anticipated that more than five hundred people will attend the college event or activity.

[Statutory Authority: RCW 28B.50.140. 05-07-069, § 132H-142-040, filed 3/14/05, effective 4/14/05.]

**WAC 132H-142-050 The role of the president in first amendment decisions.** The president of the college may authorize first amendment activities which are reasonably determined not to cause disruption of college activities despite a literal violation of this policy statement. Such determinations shall be made without consideration of the content or message of the first amendment activities.

The president of the college or designee may at any time, terminate, cancel or prohibit the event if it is determined, after proper inquiry, that the event does constitute or will constitute a clear and present danger to the college's orderly operation.

(2007 Ed.)

[Statutory Authority: RCW 28B.50.140. 05-07-069, § 132H-142-050, filed 3/14/05, effective 4/14/05.]

**WAC 132H-142-060 Criminal trespass.** Any person determined to be violating these regulations is subject to an order from the college public safety department to leave the college campus. Persons failing to comply with such an order to leave the college campus are subject to arrest for criminal trespass.

[Statutory Authority: RCW 28B.50.140. 05-07-069, § 132H-142-060, filed 3/14/05, effective 4/14/05.]

**WAC 132H-142-070 Posting of a bond and hold harmless statement.** When using college buildings or athletic fields, an individual or organization may be required to post a bond and/or obtain insurance to protect the college against cost or other liability in accordance with the college's facility use policy.

When the college grants permission to a college group or noncollege group to use its facilities it is with the express understanding and condition that the individual or organization assumes full responsibility for any loss or damage.

[Statutory Authority: RCW 28B.50.140. 05-07-069, § 132H-142-070, filed 3/14/05, effective 4/14/05.]

**WAC 132H-142-080 First amendment activities and protection of the college mission.** The college recognizes and supports the rights of groups and individuals to engage in first amendment activities. This policy shall be interpreted and construed to support such activities while simultaneously balancing the needs and interests of the college to fulfill its mission as a state educational institution of Washington.

[Statutory Authority: RCW 28B.50.140. 05-07-069, § 132H-142-080, filed 3/14/05, effective 4/14/05.]

## Chapter 132H-155 WAC

### DISCRIMINATION COMPLAINT PROCEDURE OF BELLEVUE COMMUNITY COLLEGE

#### WAC

132H-155-010	Title.
132H-155-020	Purpose.
132H-155-030	Informal complaint process.
132H-155-040	How to file a discrimination complaint.
132H-155-050	Formal discrimination complaint procedure.
132H-155-060	Appeal.
132H-155-070	External complaint.

**WAC 132H-155-010 Title.** WAC 132H-155-010 through 132H-155- shall be known as the discrimination complaint procedure of Bellevue Community College.

[Statutory Authority: RCW 28B.50.140. 03-14-013, § 132H-155-010, filed 6/19/03, effective 7/20/03.]

**WAC 132H-155-020 Purpose.** It is the policy of Bellevue Community College to provide clear and accurate information, provide accessible services, and offer excellent educational programs and quality service.

Bellevue Community College, through its affirmative action policy and general policy on sexual harassment, and in accordance with state and federal regulations, prohibits discrimination against students and employees on the basis of

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race or ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, the presence of sensory, mental or physical disability, or status as a disabled or Vietnam-era veteran.

BCC employees are responsible for ensuring that their conduct does not discriminate against anyone; they are expected to treat people conducting business at Bellevue Community College with respect and may expect the same consideration, in return.

[Statutory Authority: RCW 28B.50.140. 03-14-013, § 132H-155-020, filed 6/19/03, effective 7/20/03.]

#### **WAC 132H-155-030 Informal complaint process.**

The purpose of this step is to enable an individual to express and resolve misunderstandings, complaints or grievances at the lowest level possible by speaking directly with the employee or departmental supervisor. The aggrieved person should make an appointment to talk directly with the employee to attempt to reach a mutual agreement. In some situations, the aggrieved person may be more comfortable requesting a meeting with the employee's supervisor, instead. Both parties should be courteous, flexible and respectful, as concerns are identified and possible resolutions discussed. Both sides should be open to alternative solutions or suggestions. If the problem cannot be solved together, the following formal complaint procedures may be used.

[Statutory Authority: RCW 28B.50.140. 03-14-013, § 132H-155-030, filed 6/19/03, effective 7/20/03.]

**WAC 132H-155-040 How to file a discrimination complaint.** Whenever a complaint alleges discrimination or sexual harassment, this procedure should be used rather than the other complaint procedures. Alleged Title IX and Section 503 violations as well as other discrimination complaints will be investigated under this procedure. A student or member of the public who believes he/she has been discriminated against should bring his/her complaint to the Department of Human Resources, A101, or telephone (425) 564-2274.

[Statutory Authority: RCW 28B.50.140. 03-14-013 and 03-14-138, § 132H-155-040, filed 6/19/03 and 7/2/03, effective 7/20/03 and 8/2/03.]

**WAC 132H-155-050 Formal discrimination complaint procedure.** Discrimination complaints should be filed within one year after the incident(s) occurred. The college will act promptly to investigate the complaint and will attempt to protect the rights of the individual bringing the complaint (the complainant), the alleged discriminator, and any witnesses involved. All parties involved have the right to protection from any retaliating behavior by the alleged discriminator or any college employee. All complaints shall be kept as confidential as is reasonably possible during the investigation/resolution process. However, complaints may be subject to public disclosure under the state's Public Disclosure Act, and therefore the college cannot assure confidentiality to any participant in the process.

If administrators or supervisors become aware that discrimination is occurring, receive a complaint, or obtain other information indicating possible discrimination, they must notify the vice-president of human resources as soon as reasonably possible, to ensure that the matter is addressed, even

if the problem or alleged problem is not within their area of responsibility and authority.

Complainants, individuals charged, and any witnesses are entitled to representation of their selection throughout the complaint process. The individual charged will be informed that his/her bargaining unit representative will be notified that a complaint has been filed against him/her, unless he/she requests that no notification be made.

Within seven days after the formal complaint has been filed, the individual charged, his/her immediate supervisor and the area dean/vice-president will be notified that a complaint has been filed.

The complainant may request an alternate dispute resolution process prior to or in lieu of the investigatory process outlined below. The vice-president of human resources or designee (the investigator) will conduct interviews with the complainant, the alleged discriminator, and any witnesses to allegations identified by the complainant and the alleged discriminator. Reasonable efforts will be made to complete such interviews within ninety days.

The report summarizing the findings of the investigation and the determination as to whether or not discrimination has occurred shall be forwarded to the appropriate area dean/vice-president.

The decision regarding what action to take on the complaint, including, but not limited to, appropriate corrective measures and/or disciplinary action shall be made by the area dean/vice-president and reported to the complainant. Copies of the determination shall be sent to the complainant, alleged discriminator, the alleged discriminator's supervisor and the vice-president of human resources. Reasonable efforts will be made to take action on the complaint within thirty days after receipt of the report. If a decision is made to take disciplinary action, such action shall be taken in accordance with appropriate college procedures and collective bargaining agreements.

[Statutory Authority: RCW 28B.50.140. 03-14-013, § 132H-155-050, filed 6/19/03, effective 7/20/03.]

**WAC 132H-155-060 Appeal.** Appeals of any disciplinary action, including any finding that discrimination occurred, may be made through the appropriate employee contract or the student code.

If the complainant is not satisfied with the disposition of the complaint, she/he may file a written appeal to the president within ten days after notification of the disposition of the complaint. This request should include any and all additional information s/he wants the president to consider. The decision regarding the appeal, including appropriate corrective measures, shall be made in writing by the president within fifteen days after receipt of an appeal.

[Statutory Authority: RCW 28B.50.140. 03-14-013, § 132H-155-060, filed 6/19/03, effective 7/20/03.]

**WAC 132H-155-070 External complaint.** Any student, employee, applicant for admission or employment, or member of the public using BCC facilities who believes he/she has been discriminated against has the right to bypass the internal college process and file a discrimination complaint with one of the agencies listed below or any other agency with the jurisdiction to hear such complaints. Individ-

uals seeking assistance from state and federal agencies need to be aware that many agencies have strict timelines regarding the filing of complaints.

Equal Employment Opportunity Commission  
909 First Avenue, Suite 400  
Seattle, WA 98104-1061

Human Rights Commission  
1511 Third Avenue, Suite 921  
Seattle, WA 98101

U.S. Office of Civil Rights  
Department of Education  
915 Second Avenue  
Seattle, WA 98174-1099

[Statutory Authority: RCW 28B.50.140. 03-14-013, § 132H-155-070, filed 6/19/03, effective 7/20/03.]

### Chapter 132H-160 WAC

#### ADMISSIONS, RESIDENCY CLASSIFICATION AND REGISTRATION REGULATIONS—SCHEDULE OF FEES AND FINANCIAL AID FOR COMMUNITY COLLEGE DISTRICT VIII

##### WAC

132H-160-010	Title.
132H-160-052	Tuition and fee waivers.
132H-160-053	Procedure for implementing tuition and fee waivers authorized pursuant to RCW 28B.15.530.
132H-160-060	Laboratory fees.
132H-160-090	Community service.
132H-160-170	Insurance.
132H-160-182	Student schedule changes—Refund policy and administrative fees.
132H-160-185	Refund for Title IV federal aid recipients.
132H-160-190	Financial obligation.
132H-160-200	Title.
132H-160-270	Admission to specific degree programs.
132H-160-280	Request for reconsideration of admission decision.
132H-160-340	Residency classification procedures—Statement of purpose.
132H-160-360	Residency application form.
132H-160-370	Nonresidents entitled to pay resident tuition and fees.
132H-160-380	Verification classification.
132H-160-500	Military withdrawal.
132H-160-530	Special instructional programs.
132H-160-550	Comprehensive fee.

##### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

132H-160-020	Application records fee. [Order 49, § 132H-160-020, filed 4/8/77; Order 14, § 132H-160-020, filed 4/18/73.] Repealed by 81-11-013 (Order 73, Resolution No. 136), filed 5/13/81. Statutory Authority: RCW 28B.50.140.
132H-160-030	Registration fee. [Order 49, § 132H-160-030, filed 4/8/77; Order 14, § 132H-160-030, filed 4/18/73.] Repealed by 81-11-013 (Order 73, Resolution No. 136), filed 5/13/81. Statutory Authority: RCW 28B.50.140.
132H-160-040	Quarterly registration fees—Resident students. [Statutory Authority: RCW 28B.50.140. 81-18-005 (Order 76, Resolution No. 139), § 132H-160-040, filed 8/20/81; 81-11-013 (Order 73, Resolution No. 136), § 132H-160-040, filed 5/13/81; 78-07-026 (Order 58, Resolution No. 112), § 132H-160-040, filed 6/15/78; Order 14, § 132H-160-040, filed 4/18/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.
132H-160-050	Quarterly registration fees—Nonresident students. [Statutory Authority: RCW 28B.50.140. 81-18-005 (Order 76, Resolution No. 139), § 132H-160-050, filed 8/20/81; 81-11-013 (Order 73, Resolution No. 136), § 132H-160-050, filed 5/13/81; 78-07-026 (Order 58, Resolution No. 112), § 132H-160-050, filed 6/15/78; Order 14, § 132H-160-050, filed 4/18/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.

132H-160-056	Procedure for determining limitation of the amount of tuition and fee waivers. [Statutory Authority: RCW 28B.50.140. 78-09-020 (Order 60, Resolution No. 115), § 132H-160-056, filed 8/10/78.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.
132H-160-059	Combination of tuition and fee waivers with other forms of student financial aid. [Statutory Authority: RCW 28B.50.140. 78-09-020 (Order 60, Resolution No. 115), § 132H-160-059, filed 8/10/78.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.
132H-160-070	Noncredit. [Order 14, § 132H-160-070, filed 4/18/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.
132H-160-080	Continuing education. [Order 14, § 132H-160-080, filed 4/18/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.
132H-160-093	Tuition and fee waivers for full-time Bellevue Community College classified and administrative employees. [Statutory Authority: RCW 28B.50.140. 79-11-035 (Order 67, Resolution No. 124), § 132H-160-093, filed 10/12/79.] Repealed by 95-19-049, filed 9/14/95, effective 10/15/95. Statutory Authority: RCW 128B.50.140 [28B.50.140].
132H-160-094	Tuition and fee waivers for Bellevue Community College annually-contracted faculty. [Statutory Authority: RCW 28B.50.140. 79-12-031 (Order 68, Resolution No. 125), § 132H-160-094, filed 11/19/79.] Repealed by 95-19-049, filed 9/14/95, effective 10/15/95. Statutory Authority: RCW 128B.50.140 [28B.50.140].
132H-160-095	Tuition and fee waivers for Bellevue Community College senior citizens. [Statutory Authority: RCW 28B.50.140. 80-02-102 (Order 70, Resolution No. 127), § 132H-160-095, filed 1/24/80.] Repealed by 95-19-049, filed 9/14/95, effective 10/15/95. Statutory Authority: RCW 128B.50.140 [28B.50.140].
132H-160-100	Change of schedule. [Order 14, § 132H-160-100, filed 4/18/73.] Repealed by 78-07-026 (Order 58, Resolution No. 112), filed 6/15/78. Statutory Authority: RCW 28B.50.140.
132H-160-110	Removal of incomplete grade. [Order 14, § 132H-160-110, filed 4/18/73.] Repealed by 81-11-013 (Order 73, Resolution No. 136), filed 5/13/81. Statutory Authority: RCW 28B.50.140.
132H-160-120	Credit examination. [Statutory Authority: RCW 28B.50.140. 78-07-026 (Order 58, Resolution No. 112), § 132H-160-120, filed 6/15/78; Order 14, § 132H-160-120, filed 4/18/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.
132H-160-130	Transcript. [Order 14, § 132H-160-130, filed 4/18/73.] Repealed by 81-11-013 (Order 73, Resolution No. 136), filed 5/13/81. Statutory Authority: RCW 28B.50.140.
132H-160-140	General education development test. [Statutory Authority: RCW 28B.50.140. 78-07-026 (Order 58, Resolution No. 112), § 132H-160-140, filed 6/15/78; Order 14, § 132H-160-140, filed 4/18/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.
132H-160-150	Parking permit. [Order 14, § 132H-160-150, filed 4/18/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.
132H-160-160	Graduation fee. [Order 14, § 132H-160-160, filed 4/18/73.] Repealed by 81-11-013 (Order 73, Resolution No. 136), filed 5/13/81. Statutory Authority: RCW 28B.50.140.
132H-160-180	Refund policy. [Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 93-16-050, § 132H-160-180, filed 7/28/93, effective 8/28/93. Statutory Authority: RCW 28B.50.140. 84-15-033 (Order 88, Resolution No. 164), § 132H-160-180, filed 7/13/84; 78-04-026 (Order 56, Resolution No. 108), § 132H-160-180, filed 3/14/78; Order 49, § 132H-160-180, filed 4/8/77; Order 47, § 132H-160-180, filed 12/10/76; Order 45, § 132H-160-180, filed 8/11/76; Order 14, § 132H-160-180, filed 4/18/73.] Repealed by 94-01-181, filed 12/22/93, effective 1/22/94. Statutory Authority: RCW 28B.50.140.
132H-160-210	Statement of purpose. [Order 15, § 132H-160-210, filed 4/18/73.] Repealed by 91-20-038, filed 9/23/91, effective 10/24/91. Statutory Authority: RCW 28B.50.14 [28B.50.140] and chapter 34.05 RCW.
132H-160-220	Admissions categories. [Order 15, § 132H-160-220, filed 4/18/73.] Repealed by 91-20-038, filed 9/23/91, effective 10/24/91. Statutory Authority: RCW 28B.50.14 [28B.50.140] and chapter 34.05 RCW.
132H-160-230	Admission policy—College credit. [Order 15, § 132H-160-230, filed 4/18/73.] Repealed by 91-20-038, filed

	9/23/91, effective 10/24/91. Statutory Authority: RCW 28B.50.14 [28B.50.140] and chapter 34.05 RCW.		91-20-038, filed 9/23/91, effective 10/24/91. Statutory Authority: RCW 28B.50.14 [28B.50.140] and chapter 34.05 RCW.
132H-160-240	Student classification—College credit. [Order 15, § 132H-160-240, filed 4/18/73.] Repealed by 91-20-038, filed 9/23/91, effective 10/24/91. Statutory Authority: RCW 28B.50.14 [28B.50.140] and chapter 34.05 RCW.	132H-160-480	Change of registration schedule service fee. [Order 15, § 132H-160-480, filed 4/18/73.] Repealed by Order 49, filed 4/8/77 and 81-11-013 (Order 73, Resolution No. 136), filed 5/13/81. Statutory Authority: RCW 28B.50.140.
132H-160-250	Application procedure—College credit. [Statutory Authority: RCW 28B.50.140. 81-11-013 (Order 73, Resolution No. 136), § 132H-160-250, filed 5/13/81; Order 49, § 132H-160-250, filed 4/8/77; Order 15, § 132H-160-250, filed 4/18/73.] Repealed by 91-20-038, filed 9/23/91, effective 10/24/91. Statutory Authority: RCW 28B.50.14 [28B.50.140] and chapter 34.05 RCW.	132H-160-490	Withdrawal from the college. [Statutory Authority: RCW 28B.50.140. 78-07-026 (Order 58, Resolution No. 112), § 132H-160-490, filed 6/15/78; Order 15, § 132H-160-490, filed 4/18/73.] Repealed by 91-20-038, filed 9/23/91, effective 10/24/91. Statutory Authority: RCW 28B.50.14 [28B.50.140] and chapter 34.05 RCW.
132H-160-260	Admission of foreign students. [Statutory Authority: RCW 28B.50.14 [28B.50.140] and chapter 34.05 RCW. 91-20-038, § 132H-160-260, filed 9/23/91, effective 10/24/91. Statutory Authority: RCW 28B.50.140. 81-11-013 (Order 73, Resolution No. 136), § 132H-160-260, filed 5/13/81; Order 15, § 132H-160-260, filed 4/18/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.	132H-160-492	Withdrawal from a course (policy and procedures). [Statutory Authority: RCW 28B.50.140. 82-19-069 (Order 82, Resolution No. 151), § 132H-160-492, filed 9/20/82.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.
132H-160-290	Admission of former students. [Order 15, § 132H-160-290, filed 4/18/73.] Repealed by 91-20-038, filed 9/23/91, effective 10/24/91. Statutory Authority: RCW 28B.50.14 [28B.50.140] and chapter 34.05 RCW.	132H-160-510	Change of program major. [Order 15, § 132H-160-510, filed 4/18/73.] Repealed by 91-20-038, filed 9/23/91, effective 10/24/91. Statutory Authority: RCW 28B.50.14 [28B.50.140] and chapter 34.05 RCW.
132H-160-300	Admission policy nonmatriculated status—College credit. [Order 15, § 132H-160-300, filed 4/18/73.] Repealed by 91-20-038, filed 9/23/91, effective 10/24/91. Statutory Authority: RCW 28B.50.14 [28B.50.140] and chapter 34.05 RCW.	132H-160-520	Auditing a course. [Order 15, § 132H-160-520, filed 4/18/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.
132H-160-310	Definition of nonmatriculated student. [Statutory Authority: RCW 28B.50.140. 81-11-013 (Order 73, Resolution No. 136), § 132H-160-310, filed 5/13/81; Order 15, § 132H-160-310, filed 4/18/73.] Repealed by 91-20-038, filed 9/23/91, effective 10/24/91. Statutory Authority: RCW 28B.50.14 [28B.50.140] and chapter 34.05 RCW.	132H-160-600	Request for financial aid information. [Order 18, § 132H-160-600, filed 9/11/73; Order 18, § 132H-160-600, filed 5/23/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.
132H-160-320	Continuing education policy. [Order 15, § 132H-160-320, filed 4/18/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.	132H-160-610	Priority for financial aid. [Order 18, § 132H-160-610, filed 9/11/73; Order 18, § 132H-160-610, filed 5/23/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.
132H-160-330	Definition of continuing education. [Order 15, § 132H-160-330, filed 4/18/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.	132H-160-620	Credit requirement for financial aid recipient. [Order 18, § 132H-160-620, filed 9/11/73; Order 18, § 132H-160-620, filed 5/23/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.
132H-160-350	Definition of resident student. [Order 15, § 132H-160-350, filed 4/18/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.	132H-160-630	Adjustment of aid package. [Order 18, § 132H-160-630, filed 9/11/73; Order 18, § 132H-160-630, filed 5/23/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.
132H-160-390	Southeast Asian veterans. [Order 15, § 132H-160-390, filed 4/18/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.	132H-160-640	Limitation on hours employed. [Order 18, § 132H-160-640, filed 9/11/73; Order 18, § 132H-160-640, filed 5/23/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.
132H-160-400	Appeal of determination of residency decision. [Order 15, § 132H-160-400, filed 4/18/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.	132H-160-650	Cancellation of grant aid. [Order 18, § 132H-160-650, filed 9/11/73; Order 18, § 132H-160-650, filed 5/23/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.
132H-160-410	Registration procedures—Statement of purpose. [Order 15, § 132H-160-410, filed 4/18/73.] Repealed by 91-20-038, filed 9/23/91, effective 10/24/91. Statutory Authority: RCW 28B.50.14 [28B.50.140] and chapter 34.05 RCW.	132H-160-660	Work-study job termination. [Order 18, § 132H-160-660, filed 9/11/73; Order 18, § 132H-160-660, filed 5/23/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.
132H-160-420	Definition of student status. [Order 15, § 132H-160-420, filed 4/18/73.] Repealed by 91-20-038, filed 9/23/91, effective 10/24/91. Statutory Authority: RCW 28B.50.14 [28B.50.140] and chapter 34.05 RCW.	132H-160-670	Limited aid funds—Priorities. [Order 18, § 132H-160-670, filed 9/11/73; Order 18, § 132H-160-670, filed 5/23/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.
132H-160-430	Advanced registration fee requirement for fall, winter and spring quarters. [Statutory Authority: RCW 28B.50.140. 81-11-013 (Order 73, Resolution No. 136), § 132H-160-430, filed 5/13/81; Order 15, § 132H-160-430, filed 4/18/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.	132H-160-680	Academic status of financial aid recipients. [Order 18, § 132H-160-680, filed 9/11/73; Order 18, § 132H-160-680, filed 5/23/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.
132H-160-440	Refund of advanced registration fee. [Order 15, § 132H-160-440, filed 4/18/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.	132H-160-690	Student emergency loan requirements. [Order 18, § 132H-160-690, filed 9/11/73; Order 18, § 132H-160-690, filed 5/23/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.
132H-160-450	Registration periods. [Order 15, § 132H-160-450, filed 4/18/73.] Repealed by 91-20-038, filed 9/23/91, effective 10/24/91. Statutory Authority: RCW 28B.50.14 [28B.50.140] and chapter 34.05 RCW.	132H-160-700	Denial of aid—Federal laws. [Order 18, § 132H-160-700, filed 9/11/73; Order 18, § 132H-160-700, filed 5/23/73.] Repealed by Order 33, filed 8/7/75.
132H-160-460	Late registration. [Statutory Authority: RCW 28B.50.140. 78-07-026 (Order 58, Resolution No. 112), § 132H-160-460, filed 6/15/78; Order 15, § 132H-160-460, filed 4/18/73.] Repealed by 91-20-038, filed 9/23/91, effective 10/24/91. Statutory Authority: RCW 28B.50.14 [28B.50.140] and chapter 34.05 RCW.	132H-160-710	Denial of aid—Washington state law. [Order 18, § 132H-160-710, filed 9/11/73; Order 18, § 132H-160-710, filed 5/23/73.] Repealed by Order 33, filed 8/7/75.
132H-160-470	Change of student registration schedule. [Statutory Authority: RCW 28B.50.140. 78-07-026 (Order 58, Resolution No. 112), § 132H-160-470, filed 6/15/78; Order 15, § 132H-160-470, filed 4/18/73.] Repealed by		

**WAC 132H-160-010 Title.** WAC 132H-160-010 through 132H-160-710 will be known as the admissions, residency classification and registration regulations - schedule of fees and financial aid for Community College District VIII as established by the board of trustees pursuant to the authority granted to them by RCW 28B.50.140 and chapter 28B.15 RCW.

[Statutory Authority: RCW 28B.50.140. 78-07-026 (Order 58, Resolution No. 112), § 132H-160-010, filed 6/15/78; Order 14, § 132H-160-010, filed 4/18/73.]

**WAC 132H-160-052 Tuition and fee waivers.** (1) The board of trustees of Community College District VIII may periodically establish tuition and fee waivers for specific categories of students as permitted by state law and by the state board for community and technical colleges. Such waivers will be established in accordance with state statutes and with regular college fiscal processes.

(2) Information regarding current waivers will be available in the schedule of classes and from the student services center.

(3) A student who wishes to appeal the determination of his or her tuition and fee waiver eligibility may [submit a written appeal to the associate dean of enrollment services, who will review the student's eligibility] [contact the Associate Dean of Enrollment Services, who will initiate a brief adjudicative proceeding according to RCW 34.05.482 through 34.05.494].

[Statutory Authority: RCW 128B.50.140. 98-03-044, § 132H-160-052, filed 1/15/98, effective 2/15/98; 95-19-049, § 132H-160-052, filed 9/14/95, effective 10/15/95.]

**Reviser's note:** RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

**WAC 132H-160-053 Procedure for implementing tuition and fee waivers authorized pursuant to RCW 28B.15.530.** (1) Tuition and fee waivers for needy or disadvantaged students in any fiscal year, excluding waivers granted for summer quarter enrollments, as authorized by RCW 28B.15.530 may not exceed three percent of any college district's estimated total collections of tuition, operating, and services and activities fees had no such waivers been made, after deducting the portion of that total amount which is attributable to the difference between resident and nonresident tuition and fees.

(2) The estimated total collection of tuition and fees shall be based on the budgeted, state supported, four-quarter annual average enrollment, minus the actual tuition and fees collected for the summer quarter of the year being estimated.

(3) Each district may waive an amount not to exceed three percent of the estimated collections in the event that actual enrollments or collections exceed estimated collections. Conversely, the three percent waiver capacity based upon estimated collections is allowable even though actual collections may not be as high as the estimate.

(4) Districts desiring to exceed their individual three percent waiver capacity may do so only upon written approval from the state director of community colleges or his designee. Additional waiver capacity can only be granted to a district after it has been determined that the total waiver capacity for the community college system is not being utilized as a result of other districts waiving at levels less than the three percent capacity.

(5) There is no percentage limitation on the amount of tuition and fee waivers granted for summer quarter enrollments provided that recipients of such waivers qualify as needy, resident students.

[Statutory Authority: RCW 28B.50.140. 78-09-020 (Order 60, Resolution No. 115), § 132H-160-053, filed 8/10/78.]

(2007 Ed.)

**WAC 132H-160-060 Laboratory fees.** Students of Community College District VIII will be charged laboratory fees for those courses requiring such fees. Laboratory fees are printed in the quarterly class schedule.

[Order 14, § 132H-160-060, filed 4/18/73.]

**WAC 132H-160-090 Community service.** Community College District VIII community service classes are self-supporting. Therefore, fees vary with each class offering and students will be charged accordingly.

[Order 14, § 132H-160-090, filed 4/18/73.]

**WAC 132H-160-170 Insurance.** Students of Community College District VIII participating in an accident and sickness insurance program as provided by a signed policy agreement between Community College District VIII and an insuring company shall pay fee charges as established by insuring company for requested coverage.

[Order 14, § 132H-160-170, filed 4/18/73.]

**WAC 132H-160-182 Student schedule changes—Refund policy and administrative fees.** The Community College District VIII board of trustees has authorized the associate dean of enrollment services (or his/her designee) to collect an administrative fee when a student adds or drops course(s) or withdraws from the college. In addition, the associate dean of enrollment services (or his/her designee) is authorized to refund tuition and/or fees when a student withdraws from college or a course(s), in accordance with RCW 28B.15.605 and the refund policies approved by the board of trustees. The associate dean of enrollment services (or his/her designee) has the authority to make judgments regarding refunds in extraordinary circumstances. A student who is requested to withdraw for disciplinary reasons will not be eligible for a refund. Refund provisions for students receiving Title IV Federal Aid are described in WAC 132H-160-185[.] Refund for Title IV Federal Aid Recipients.

The specific refund procedure and rates are published in the college catalog and the quarterly schedule of classes.

[Statutory Authority: RCW 28B.15.605. 00-11-102, § 132H-160-182, filed 5/18/00, effective 6/18/00. Statutory Authority: RCW 28B.50.140. 96-01-056, § 132H-160-182, filed 12/15/95, effective 1/15/96; 94-01-181, § 132H-160-182, filed 12/22/93, effective 1/22/94.]

**Reviser's note:** RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

**WAC 132H-160-185 Refund for Title IV federal aid recipients.** Community College District VIII board of trustees has authorized the registrar to refund fees to the appropriate federal account(s), in concurrence with rules governing financial assistance from the federal government, for students receiving Federal Title IV assistance in the amounts mandated by current federal regulation when the student withdraws, or the college withdraws the student, from the college or a course(s).

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 93-16-051, § 132H-160-185, filed 7/28/93, effective 8/28/93.]

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**WAC 132H-160-190 Financial obligation.** Community College District VIII board of trustees has authorized the registrar to place a hold on the records of any student who has a financial obligation due the college. Until this financial obligation is cleared (or stayed by bankruptcy proceedings or discharged in bankruptcy), the college 1) Will not release the student's record or any information based upon the record; 2) Will not prepare transcript(s); and 3) Will deny registration for a subsequent quarter as well as graduation from the college.

[Statutory Authority: RCW 28B.50.140, 02-14-008, § 132H-160-190, filed 6/20/02, effective 7/21/02; Order 14, § 132H-160-190, filed 4/18/73.]

**WAC 132H-160-200 Title.** WAC 132H-160-200 through 132H-160-530 shall be known as the admissions, residency classification and registration regulations for Community College District VIII as established by the board of trustees pursuant to the authority granted to them by RCW 28B.50.140 and chapter 28B.15 RCW.

[Order 15, § 132H-160-200, filed 4/18/73.]

**WAC 132H-160-270 Admission to specific degree programs.** Applicants who are qualified for admission to Community College District VIII are required to enroll in one of the college's educational major programs. Upon receipt of a student's application to attend the college, the admissions office requests that the applicant file a data information request form stating his or her program major. However, all applicants who are qualified for admission to the college cannot always be accommodated in the educational program of their choice because of space limitations or because some prerequisites for program acceptance have not been fulfilled. In such cases, applicants are offered admission to the college as a preprogram major. In order to be considered for admission in the educational major program of their choice, at a later date, such students will be required to submit a supplemental application and present additional information to the admission office. Examples of information which might be considered may include but are not necessarily limited to the following:

- (1) Grade point average.
- (2) Successful completion of high school courses or elementary courses in the field.
- (3) Recommendation and test scores.

Although criteria for program acceptance may vary from program to program, they are binding if all of the following conditions have been met:

- (1) They have been accepted by the office of admission and the instructional program chairmen.
- (2) The criteria applies to all students seeking admission to the educational program major.
- (3) The criteria has been made available through printed statements in the office of admissions and in the advising offices of the educational programs prior to the first day of the preceding quarter.

[Order 15, § 132H-160-270, filed 4/18/73.]

**WAC 132H-160-280 Request for reconsideration of admission decision.** Applicants who have been denied educational program admission may contact the admissions

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office for additional information relative to their program denial.

[Order 15, § 132H-160-280, filed 4/18/73.]

**WAC 132H-160-340 Residency classification procedures—Statement of purpose.** The purpose of these regulations are:

- (1) To provide student applicants with that information which will assist them in determining their residency status,
- (2) To assist nonresident student applicants who may qualify for residency tuition and fees regardless of age or domicile,
- (3) To provide student applicants information as it applies to veterans of Southeast Asia.

[Order 15, § 132H-160-340, filed 4/18/73.]

**WAC 132H-160-360 Residency application form.** Nonresident students who desire to apply for change of residency status must complete and submit an "application for change in residency status" to the Residency Assistant, Registration Center A111, 3000 - 145th Place S.E., Bellevue, Washington 98007. Application and instructions are available at the above stated registration center.

[Order 15, § 132H-160-360, filed 4/18/73.]

**WAC 132H-160-370 Nonresidents entitled to pay resident tuition and fees.** As found in RCW 28B.15.014 as last amended by section 4, chapter 273, Laws of 1971 1st ex. sess. [RCW 28B.15.014], the following are entitled to classification as resident students regardless of age or domicile:

- (1) Any person who is employed not less than twenty hours per week at an institution, and the children and spouses of such person.
- (2) Military personnel and federal employees residing or stationed in the state of Washington, and the children and spouses of such military personnel and federal employees.
- (3) All veterans, as defined in RCW 41.04.005, whose final permanent duty station was in the state of Washington so long as such veteran is receiving federal vocational or educational benefits conferred by virtue of his military service.

[Order 15, § 132H-160-370, filed 4/18/73.]

**WAC 132H-160-380 Verification classification.** Employees of Washington institutions of higher education, military personnel, federal employees and veterans receiving educational benefits whose last permanent duty station was in the state must verify their enrollment status quarterly. Appropriate forms are available at the registration center.

[Order 15, § 132H-160-380, filed 4/18/73.]

**WAC 132H-160-500 Military withdrawal.** Students submitting proof of being drafted or voluntary enlistment in the armed forces may receive credit and/or refund of fees as follows:

- (1) During first one-third of course, full refund of fees and no credit.
- (2) During second one-third of course, one-half credit, without letter grade and with courses unspecified. Unspecified.

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fied credit may later be converted to specific credit and grade by examination. One-half of fees refunded.

(3) Withdrawal during last one-third of course, full credit, no letter grade may be earned by examination upon recommendation of the instructor. No money refunded.

(4) A student who is drafted in the last one-half of his final quarter and who would obviously have earned his degree if he had not been drafted, whose earned grade average is "C" or better, and who is recommended by his department chairman and the dean, may be granted a degree prior to his induction into the armed forces by action of the graduation committee.

[Order 15, § 132H-160-500, filed 4/18/73.]

#### **WAC 132H-160-530 Special instructional programs.**

Community College District VIII offers special classes which may not coincide with the normal quarter and because of the nature and content of these programs, special rules and regulations may be developed to implement them. These rules and regulations are made available to students at such time as the class is scheduled. Students interested in special class offerings should contact the registrar's office.

[Order 15, § 132H-160-530, filed 4/18/73.]

**WAC 132H-160-550 Comprehensive fee.** Students attending Bellevue Community College will be charged a fee based on a per credit hour (or the equivalent of a credit hour), in return for services including but not limited to, parking, transcripts, catalogs, graduation, and health services. The amount of the comprehensive fee shall be determined by the board of trustees.

[Statutory Authority: RCW 28B.50.140. 86-18-038 (Order 93, Resolution No. 172), § 132H-160-550, filed 8/28/86.]

### **Chapter 132H-169 WAC**

#### **ACCESS TO PUBLIC RECORDS AT BELLEVUE COMMUNITY COLLEGE** (Formerly chapter 132H-168 WAC)

#### **WAC**

132H-169-010	Title.
132H-169-020	Purpose.
132H-169-030	Definitions.
132H-169-040	Requests for access.
132H-169-050	Response to requests.
132H-169-060	Appeal after request is denied.
132H-169-070	Exemptions and limitations.
132H-169-080	Notification of affected persons.
132H-169-090	Protest concerning access.
132H-169-100	Requests for review only.
132H-169-110	Requests for copies.
132H-169-120	No obligation to create records.
132H-169-130	Sanctions.

**WAC 132H-169-010 Title.** This chapter shall be known as access to public records at Bellevue Community College.

[Statutory Authority: RCW 28B.50.140. 99-10-045, § 132H-169-010, filed 4/30/99, effective 5/31/99.]

**WAC 132H-169-020 Purpose.** The purpose of this chapter is to ensure compliance with the provisions of the Washington state public disclosure laws (RCW 42.17.250 ff.) governing access to public records, while at the same time

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preserving the right to privacy for college students and employees and minimizing disruption to the operation of college programs and services.

[Statutory Authority: RCW 28B.50.140. 99-10-045, § 132H-169-020, filed 4/30/99, effective 5/31/99.]

**WAC 132H-169-030 Definitions.** (1) "Public record" as defined by RCW 42.17.020(36) means "any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics." All public records of Bellevue Community College, Community College District VIII, are considered to be available for public access except as exempted or limited by WAC 132H-169-070.

(2) "Writing" as defined by RCW 42.17.020(42) includes all means of recording any form of communication or representation, including documents, pictures, computer tapes or disks, and sound recordings.

[Statutory Authority: RCW 28B.50.140. 99-10-045, § 132H-169-030, filed 4/30/99, effective 5/31/99.]

**WAC 132H-169-040 Requests for access.** Requests for access to and/or copies of public records maintained at Bellevue Community College shall be made in writing to the Vice-President for Administrative Services, 3000 Landerholm Circle SE, Bellevue, Washington, 98007. Requesters should submit form BCC 010-072, "Request for Public Records," or write a letter to the vice-president for administrative services which:

(1) Provides the requester's name, full mailing address, and telephone number;

(2) States whether the requester is representing him/herself or is representing an agency or company, and if so, gives the agency or company name;

(3) For records concerning a past or present Bellevue Community College student, provides the name, student identification number, and last date of attendance (if known) of that student;

(4) For records concerning a past or present Bellevue Community College employee, provides the name, job title or department, and last date of employment (if known) of that employee;

(5) Provides a specific and detailed description of the record being requested;

(6) States whether the requester wishes only to examine the record and will come to the college to do so or, instead, wishes to obtain a copy of the record;

(7) Certifies that the requester

(a) Will not use the information obtained through the request for public records for commercial purposes,

(b) Has read and understood chapter 132H-169 WAC, and

(c) Agrees to return the record in its original condition if the requester examines the record on campus or to pay the cost of having the copy made.

[Statutory Authority: RCW 28B.50.140. 99-10-045, § 132H-169-040, filed 4/30/99, effective 5/31/99.]

**WAC 132H-169-050 Response to requests.** (1) The vice-president for administrative services or his/her designee will respond to the request within five business days after receiving it.

(2) Depending on the nature of the request and of the record concerned, the vice-president for administrative services will respond in one of the following ways:

(a) Make the record available or provide a copy as requested;

(b) State that the record as described does not exist at Bellevue Community College at this time;

(c) Acknowledge the request and ask for additional descriptive information, in cases where the description provided is incomplete or unclear;

(d) Acknowledge the request and state a date by which the record(s) will be provided, for example in cases where the request is for large numbers of documents or records in out-of-the-ordinary formats, or when the request has been made at peak periods such as registration or the first week of instruction;

(e) Deny the request in whole or in part and indicate the specific reason for the denial.

[Statutory Authority: RCW 28B.50.140. 99-10-045, § 132H-169-050, filed 4/30/99, effective 5/31/99.]

**WAC 132H-169-060 Appeal after request is denied.**

If a request for access to public records is submitted according to WAC 132H-169-040 and is denied, the college is required to conduct an internal review of the denial and the requester has the right to appeal the decision to deny access. The requester should address his/her reason for appeal in writing to the college president who, after consulting with the vice-president for administrative services, other college administrators, and legal counsel as appropriate, shall respond in writing within five business days after receiving the appeal. The president's decision is considered final.

[Statutory Authority: RCW 28B.50.140. 99-10-045, § 132H-169-060, filed 4/30/99, effective 5/31/99.]

**WAC 132H-169-070 Exemptions and limitations.** (1)

Certain public records are exempt from public access according to RCW 42.17.310. Access to these records will not be granted unless the vice-president for administrative services determines that disclosure would not affect any vital governmental interest. If the interest can be protected by deletion of personal references, access shall be granted following deletion of such material, and a reasonable time shall be allowed for deleting the material.

(2) Student educational records are available only in accordance with the federal Family Educational Rights and Privacy Act of 1974 (20 USC 1232g), which establishes that the education records of students attending or having attended the college are confidential and can be released only with written permission of the student.

(3) Records concerning applicants to and employees of Bellevue Community College are available only to such faculty and staff members, including supervisory personnel, who must have access to certain records in order to carry out the business of the college. The only information contained in an individual's employee file which shall be available for public inspection shall be the name, status, salary, and teach-

ing duties of the employee. The employee, however, shall have full access to his/her personnel file as provided by the pertinent bargaining unit agreement.

[Statutory Authority: RCW 28B.50.140. 99-10-045, § 132H-169-070, filed 4/30/99, effective 5/31/99.]

**WAC 132H-169-080 Notification of affected persons.**

If the requested record is not exempt from release under WAC 132H-169-070 and contains information which could identify an individual or agency, Bellevue Community College may notify the individual or agency thus identified that release of the record has been requested. In such cases the college's initial response to the request under WAC 132H-169-050 (2)(d) will allow a reasonable time for the identified individual or agency to seek court protection from release of the record.

[Statutory Authority: RCW 28B.50.140. 99-10-045, § 132H-169-080, filed 4/30/99, effective 5/31/99.]

**WAC 132H-169-090 Protest concerning access.** Any student, employee, or applicant who believes that a record has been or is about to be released and who believes that his/her right to privacy will be infringed by public inspection of the record may file a protest with the vice-president for administrative services, who will review the initial request and the protest. If the vice-president for administrative services determines that access to the record should then be denied, he/she shall take appropriate and timely action, including a request for an injunction if justified.

[Statutory Authority: RCW 28B.50.140. 99-10-045, § 132H-169-090, filed 4/30/99, effective 5/31/99.]

**WAC 132H-169-100 Requests for review only.**

A requester may choose to review the public record in person. In this case, a mutually agreeable time and place will be arranged, during normal business hours on the college campus. The requester is expected to handle the materials carefully and return them undamaged and in order. In certain instances, at the discretion of the vice-president for administrative services, a staff member must be present as the requester reviews the materials.

[Statutory Authority: RCW 28B.50.140. 99-10-045, § 132H-169-100, filed 4/30/99, effective 5/31/99.]

**WAC 132H-169-110 Requests for copies.** A requester may choose to ask for a copy of the public record. In this case, the requester shall reimburse Bellevue Community College for the cost of reproducing the record before receiving the record. In certain instances, at the discretion of the vice-president for administrative services, the reproduction charge may be waived.

[Statutory Authority: RCW 28B.50.140. 99-10-045, § 132H-169-110, filed 4/30/99, effective 5/31/99.]

**WAC 132H-169-120 No obligation to create records.**

Public records are generally available for public review, except as exempted or limited under WAC 132H-169-070, but Bellevue Community College is under no obligation to gather data or organize information to create a record which does not exist at the time of the request.



[Statutory Authority: RCW 28B.50.140. 99-10-045, § 132H-169-120, filed 4/30/99, effective 5/31/99.]

**WAC 132H-169-130 Sanctions.** (1) If a person who has been given access to public records destroys, mutilates, or fails to return the records, or returns them in an unreasonably disorganized fashion, or uses them for commercial purposes, then the president may order that that person be denied further access to public records at Bellevue Community College. Any person wishing to contest such an order may request a hearing before the president or his/her designee concerning the charges.

(2) If a student or employee of Bellevue Community College destroys, mutilates, or fails to return the records, or returns them in an unreasonably disorganized fashion, or uses them for commercial purposes, then that student or employee may be denied further access to public records at Bellevue Community College and may also be subject to disciplinary proceedings under the student code of rights and responsibilities or under the relevant rules of the Community College District VIII concerning faculty and staff.

[Statutory Authority: RCW 28B.50.140. 99-10-045, § 132H-169-130, filed 4/30/99, effective 5/31/99.]

## Chapter 132H-204 WAC VEHICLE USE POLICY

### WAC

132H-204-010	Title.
132H-204-020	Objective.
132H-204-030	Policy of use.
132H-204-040	Use of motor pool vehicles.
132H-204-050	Use of motor pool vehicles—Permission required.
132H-204-060	Use of motor pool vehicles—Time limitation.
132H-204-070	Use of motor pool vehicles—Notification of state patrol—When needed.
132H-204-080	Use of motor pool vehicles—Accidents—Notification.
132H-204-090	Use of motor pool vehicles—Returning vehicle—Requirements.
132H-204-100	Use of motor pool vehicles—Use priority.
132H-204-110	Use of motor pool vehicles—Valid Washington state driver's license required.
132H-204-120	Use of motor pool vehicles—Current vehicle permit required.
132H-204-130	Use of motor pool vehicles—Must obey all laws.
132H-204-140	Use of motor pool vehicles—Citations responsibility of operator.
132H-204-150	Use of motor pool vehicles—Use of vehicle limited to specified time.
132H-204-160	Use of motor pool vehicles—Trip ticket—Completion and return.
132H-204-170	Enforcement of policy.

**WAC 132H-204-010 Title.** WAC 132H-204-010 through 132H-204-170 will be known as the vehicle use policy of Community College District VIII.

[Order 22, § 132H-204-010, filed 7/5/74.]

**WAC 132H-204-020 Objective.** To promote the most efficient and safe utilization of all state-owned vehicles.

[Order 22, § 132H-204-020, filed 7/5/74.]

**WAC 132H-204-030 Policy of use.** State vehicles shall be used for official state business only.

[Order 22, § 132H-204-030, filed 7/5/74.]

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**WAC 132H-204-040 Use of motor pool vehicles.** All users of motor pool vehicles shall be in the employment of the college or a student of the college.

[Order 22, § 132H-204-040, filed 7/5/74.]

**WAC 132H-204-050 Use of motor pool vehicles—Permission required.** Written permission of organizational head shall precede the use of any vehicle.

[Order 22, § 132H-204-050, filed 7/5/74.]

**WAC 132H-204-060 Use of motor pool vehicles—Time limitation.** The user shall not be allowed to keep the vehicle overnight at his/her residence.

[Order 22, § 132H-204-060, filed 7/5/74.]

**WAC 132H-204-070 Use of motor pool vehicles—Notification of state patrol—When needed.** While on a trip and when vehicle is left in a public place for extended (over 24 hours) periods of time, the Washington state patrol shall be notified of placement, by the operator.

[Order 22, § 132H-204-070, filed 7/5/74.]

**WAC 132H-204-080 Use of motor pool vehicles—Accidents—Notification.** If involved in any accident, the operator shall notify the authority of jurisdiction immediately and file an accident report with the college motor pool office on return to the campus. In case of serious injury or accident, call motor pool office.

[Order 22, § 132H-204-080, filed 7/5/74.]

**WAC 132H-204-090 Use of motor pool vehicles—Returning vehicle—Requirements.** Whenever possible, the vehicle shall be returned in good condition, full of gas and with interior clean.

[Order 22, § 132H-204-090, filed 7/5/74.]

**WAC 132H-204-100 Use of motor pool vehicles—Use priority.** Vehicles shall be issued on a first come - first serve basis.

[Order 22, § 132H-204-100, filed 7/5/74.]

**WAC 132H-204-110 Use of motor pool vehicles—Valid Washington state driver's license required.** All operators shall have a valid Washington state driver's license.

[Order 22, § 132H-204-110, filed 7/5/74.]

**WAC 132H-204-120 Use of motor pool vehicles—Current vehicle permit required.** All operators shall have a current state vehicle permit, which is issued at the motor pool office, in addition to the state license.

[Order 22, § 132H-204-120, filed 7/5/74.]

**WAC 132H-204-130 Use of motor pool vehicles—Must obey all laws.** All rules and regulations of the state of Washington shall be obeyed while operating the vehicle.

[Order 22, § 132H-204-130, filed 7/5/74.]

**WAC 132H-204-140 Use of motor pool vehicles—Citations responsibility of operator.** Any citation for violation of said rules and regulations shall be the sole responsibility of the operator.

[Order 22, § 132H-204-140, filed 7/5/74.]

**WAC 132H-204-150 Use of motor pool vehicles—Use of vehicle limited to specified time.** Vehicles shall be used within the time arranged for at time of checkout.

[Order 22, § 132H-204-150, filed 7/5/74.]

**WAC 132H-204-160 Use of motor pool vehicles—Trip ticket—Completion and return.** Trip ticket shall be completed with all information asked and left with the motor pool office on return to the campus (or security).

[Order 22, § 132H-204-160, filed 7/5/74.]

**WAC 132H-204-170 Enforcement of policy.** This policy shall be enforced by existing student, faculty and staff codes and regulations as defined within handbooks.

[Order 22, § 132H-204-170, filed 7/5/74.]

## Chapter 132H-400 WAC STUDENT ATHLETIC PARTICIPATION

### WAC

132H-400-005	Title.
132H-400-010	Grounds for ineligibility.
132H-400-020	Suspension procedure—Right to informal hearing.
132H-400-030	Hearing.
132H-400-040	Decision.

**WAC 132H-400-005 Title.** Chapter 132H-400 WAC will be known as student athletic participation.

[Statutory Authority: RCW 28B.50.140. 90-09-067 (Order 103, Resolution No. 190), § 132H-400-005, filed 4/18/90, effective 5/19/90.]

**WAC 132H-400-010 Grounds for ineligibility.** Any student found by Bellevue Community College to have violated chapter 69.41 RCW by virtue of a criminal conviction or otherwise insofar as it prohibits the possession, use or sale of legend drugs, including anabolic steroids, will be disqualified from participation in any school-sponsored athletic event or activity.

[Statutory Authority: RCW 28B.50.140. 90-09-067 (Order 103, Resolution No. 190), § 132H-400-010, filed 4/18/90, effective 5/19/90.]

**WAC 132H-400-020 Suspension procedure—Right to informal hearing.** Any student notified of a claimed violation of WAC 132H-400-010 shall have the right to a brief adjudicative hearing if a written request for such a hearing is received by the dean of students within three days of receipt of a declaration of further athletic ineligibility. If no written request is received within three days after receipt of the declaration of athletic ineligibility, the student will be deemed to have waived any right to a brief adjudicative hearing and will be declared ineligible from further participation in school-sponsored athletic events for the remainder of the school year.

[Statutory Authority: RCW 28B.50.140. 90-09-067 (Order 103, Resolution No. 190), § 132H-400-020, filed 4/18/90, effective 5/19/90.]

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**WAC 132H-400-030 Hearing.** If a timely written request for a hearing is made, the dean of students shall designate a hearing officer who shall be a college officer who is not involved with the athletic program to conduct the brief adjudicative hearing. The hearing officer shall promptly conduct the hearing and permit affected parties to explain both the college's view of the matter and the student's view of the matter. The brief adjudicative proceeding shall be conducted in accordance with the Administrative Procedure Act, RCW 34.05.482-494.

[Statutory Authority: RCW 28B.50.140. 90-09-067 (Order 103, Resolution No. 190), § 132H-400-030, filed 4/18/90, effective 5/19/90.]

**WAC 132H-400-040 Decision.** The college official who acts as hearing officer shall issue a written decision which shall include a brief statement of the reasons for the decision and a notice that judicial review may be available. All documents presented, considered or prepared by the hearing officer shall be maintained as the official record of the brief administrative proceeding. A decision must be promptly rendered after the conclusion of the brief adjudicative hearing and in no event later than twenty days after the request for hearing is received by the dean of students.

[Statutory Authority: RCW 28B.50.140. 90-09-067 (Order 103, Resolution No. 190), § 132H-400-040, filed 4/18/90, effective 5/19/90.]

## Chapter 132H-410 WAC FAMILY EDUCATION RIGHTS AND PRIVACY ACT

### WAC

132H-410-010	Family Education Rights and Privacy Act—General policy.
132H-410-020	Definitions.
132H-410-030	Annual notification of rights.
132H-410-040	Primary rights of students.
132H-410-050	Inspection of education records.
132H-410-060	Limitation on right of access.
132H-410-070	Refusal to provide copies.
132H-410-080	Types, locations, and custodians of education records.
132H-410-090	Disclosure of education records.
132H-410-100	Directory information.
132H-410-110	Correction of education records.

**WAC 132H-410-010 Family Education Rights and Privacy Act—General policy.** Bellevue Community College implements policy contained in this chapter in compliance with Public Law 93-380, the Family Educational Rights and Privacy Act of 1974 ("FERPA"). This law establishes that the education records of students attending or having attended the college are confidential and can be released only with written permission of the student. The Family Educational Rights and Privacy Act also authorizes the college to release so-called "directory information" without that prior written permission.

The college has adopted procedures to implement the Family Educational Rights and Privacy Act. Questions pertaining to the procedures and their implementation should be directed to the associate dean of enrollment services.

[Statutory Authority: RCW 28B.50.140, 20 U.S.C. and 1232g, 34 C.F.R. and 99. 02-10-070, § 132H-410-010, filed 4/26/02, effective 5/27/02.]

**WAC 132H-410-020 Definitions.** For the purposes of this policy, the following definitions apply:

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(1) Student. Any person who attends or has attended Bellevue Community College.

(2) Education records. Any record (in handwriting, print, tapes, film, computer, e-mail, or other medium) maintained by Bellevue Community College or an agent of the college which is directly related to a student, except:

(a) A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.

(b) Records created and maintained by campus security for law enforcement purposes.

(c) An employment record of an individual whose employment is not contingent on the fact that he or she is a student (work-study employment is not an exception), provided that the record is used only in relation to the individual's employment.

(d) Records made or maintained by the student health center or the human development center, if the records are used only for treatment of a student and are made available only to those persons providing the treatment

(e) Alumni records which only contain information about a student after he or she is no longer in attendance at the college and which information does not relate to the person as a student.

(3) Directory Information. Directory information is that information routinely released without the student's permission. This includes: Name of student, student's e-mail address, degree or certificate awarded, dates of attendance, athletic statistics, scholarships received, membership or office in BCC student government or honor society, part-time or full-time student status, and previous schools attended.

[Statutory Authority: RCW 28B.50.140, 20 U.S.C. and 1232g, 34 C.F.R. and 99.02-10-070, § 132H-410-020, filed 4/26/02, effective 5/27/02.]

#### **WAC 132H-410-030 Annual notification of rights.**

Bellevue Community College will provide students annual notification of their rights as defined by FERPA by publication in the student handbook and college catalog and by posting information in the student services building.

[Statutory Authority: RCW 28B.50.140, 20 U.S.C. and 1232g, 34 C.F.R. and 99.02-10-070, § 132H-410-030, filed 4/26/02, effective 5/27/02.]

**WAC 132H-410-040 Primary rights of students.** The primary rights of students under FERPA are:

- (1) To inspect and review their education records;
- (2) To request amendment of their education records; and
- (3) To have some control over the disclosure of information from their education records.

[Statutory Authority: RCW 28B.50.140, 20 U.S.C. and 1232g, 34 C.F.R. and 99.02-10-070, § 132H-410-040, filed 4/26/02, effective 5/27/02.]

#### **WAC 132H-410-050 Inspection of education records.**

Students may inspect and review their education records upon written request to the associate dean of enrollment services identifying the record(s) the student wishes to inspect.

The associate dean of enrollment services will make the needed arrangements for access within forty-five days from the receipt of the student's written request. If the requested

records are not maintained by the office of the associate dean, then the associate dean shall forward the request to the appropriate college official. If the requested records contain information about more than one student, the student may inspect and review only the records or portions of records which relate to him or her.

[Statutory Authority: RCW 28B.50.140, 20 U.S.C. and 1232g, 34 C.F.R. and 99.02-10-070, § 132H-410-050, filed 4/26/02, effective 5/27/02.]

#### **WAC 132H-410-060 Limitation on right of access.**

Bellevue Community College reserves the right to refuse to permit a student to inspect the following records:

- (1) The financial statement of the student's parents;
- (2) Letters and statements of recommendation for which the student has waived his or her right of access, or which were maintained before January 1, 1975;
- (3) Records connected with an application to attend Bellevue Community College or a component unit of BCC if that application was denied; and
- (4) Those records which are excluded from the FERPA definition of education records.

[Statutory Authority: RCW 28B.50.140, 20 U.S.C. and 1232g, 34 C.F.R. and 99.02-10-070, § 132H-410-060, filed 4/26/02, effective 5/27/02.]

#### **WAC 132H-410-070 Refusal to provide copies.**

Bellevue Community College reserves the right to deny copies of records, including transcripts, not required to be made available by FERPA in any of the following situations:

- (1) The student has an unpaid financial obligation to the college.
- (2) There is an unresolved disciplinary action against the student.
- (3) The education record requested is an exam or set of standardized test questions.

[Statutory Authority: RCW 28B.50.140, 20 U.S.C. and 1232g, 34 C.F.R. and 99.02-10-070, § 132H-410-070, filed 4/26/02, effective 5/27/02.]

**WAC 132H-410-080 Types, locations, and custodians of education records.** The following is a list of the types, locations, and custodians of education records the college maintains. The length of time the records are kept is indicated in parentheses. Requests for specific education records should be sent to the custodian and location indicated, at Bellevue Community College, 3000 Landerholm Circle SE, Bellevue, WA, 98007.

Type (retention period)	Location	Custodian
Admissions records (1 year after last date of attendance)	Admissions office	Associate dean of enrollment services
Cumulative academic transcript (75 years after last date of attendance)	Records office	Associate dean of enrollment services
Disciplinary records (5 years after resolution of disciplinary action)	Student services office	Dean of student services
Financial aid records (5 years after last date of attendance)	Financial aid office	Director of financial aid & student employment
Financial records (3 years after last date of attendance)	Finance office	Director of finance
Student employment records (1 year after last date of attendance)	Student employment office	Director of financial aid & student employment

[Statutory Authority: RCW 28B.50.140, 20 U.S.C. and 1232g, 34 C.F.R. and 99. 02-10-070, § 132H-410-080, filed 4/26/02, effective 5/27/02.]

#### **WAC 132H-410-090 Disclosure of education records.**

The college will disclose information from a student's education records only with the written consent of the student except that records may be disclosed without consent when the disclosure is:

(1) To school officials who have a legitimate educational interest in the records.

(a) A school official is:

(i) A person employed by the college in an administrative, supervisory, academic or research, or support staff position, including health center staff.

(ii) A person appointed to the board of trustees.

(iii) A person employed by or under contract to the college to perform a special task, such as an attorney or auditor.

(iv) A person who is employed by campus security.

(v) A student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks.

(b) A school official has a legitimate educational interest if the official is:

(i) Performing a task that is specified in his or her position description or contract agreement.

(ii) Performing a task related to a student's education.

(iii) Performing a task related to the discipline of a student.

(iv) Providing a service or benefit relating to the student or student's family, such as health education, counseling, advising, student employment, financial aid, or other student service related assistance.

(v) Maintaining the safety and security of the campus.

(2) To school officials of another school, upon request by that school, in which a student seeks or intends to enroll.

(3) To certain officials of the U.S. Department of Education, the comptroller general, and to state and local educational authorities, in connection with audit or evaluation of certain state- or federally supported education programs.

(4) In connection with a student's request for or receipt of financial aid to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.

(5) To state and local officials or authorities if specifically required by a state law that was adopted before November 19, 1974.

(6) To organizations conducting certain studies for or on behalf of the college.

(7) To accrediting organizations to carry out their functions.

(8) To parents of an eligible student who is claimed as a dependent for income tax purposes.

(9) To comply with a judicial order or a lawfully issued subpoena.

(10) To appropriate parties in a health or safety emergency.

(11) To individuals requesting directory information so designated by the college.

(12) The results of any disciplinary proceeding conducted by the college against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

[Statutory Authority: RCW 28B.50.140, 20 U.S.C. and 1232g, 34 C.F.R. and 99. 02-10-070, § 132H-410-090, filed 4/26/02, effective 5/27/02.]

**WAC 132H-410-100 Directory information.** Bellevue Community College designates the following items as directory information, which may be disclosed without the student's prior written consent, unless the student notifies the college to the contrary in writing by September 15 of the academic year:

(1) Name of student

(2) Student's e-mail address

(3) Degree or certificate awarded

(4) Dates of attendance

(5) Athletic statistics

(6) Scholarships received

(7) Membership or office in BCC student government or honor society

(8) Part time or full time student status

(9) Previous schools attended

[Statutory Authority: RCW 28B.50.140, 20 U.S.C. and 1232g, 34 C.F.R. and 99. 02-10-070, § 132H-410-100, filed 4/26/02, effective 5/27/02.]

**WAC 132H-410-110 Correction of education records.** Students have the right to ask that records be corrected if they believe those records are inaccurate, misleading, or in violation of their privacy rights. The following procedures are in place for correcting education records.

(1) The student must formally ask the associate dean of enrollment services to amend a record. The request should identify the specific record, the part or the record to be amended, and the reason why the student believes it is inaccurate, misleading, or in violation of his or her privacy rights.

(2) The college decides whether or not to comply with the student's request.

(a) If the college decides that the information is indeed inaccurate, misleading, or in violation of the student's privacy rights, it will amend the record and notify the student in writing that it has done so.

(b) If the college decides to deny the request, the college will notify the student of that decision and advise the student of his or her further rights:

(i) The student has the right to place in the record a statement commenting on the challenged information and/or a statement of the student's reasons for disagreeing with the college's decision. This statement will be maintained as part of the student's education record as long as the contested portion is maintained. If BCC discloses the contested portion of the record, it must also disclose the student's statement.

(ii) The student has the right to request a hearing to challenge the information which the student believed to be inaccurate, misleading, or in violation of privacy rights.

(3) If the student so requests, the college will arrange a hearing and notify the student reasonably in advance of the date, place, and time of the hearing.

(4) The hearing will be conducted by a hearing officer who is a disinterested party. This hearing officer may be a college official. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend an education record. The student may be assisted at the hearing by one or more individuals, including an attorney.

(5) The hearing officer will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

[Statutory Authority: RCW 28B.50.140, 20 U.S.C. and 1232g, 34 C.F.R. and 99.02-10-070, § 132H-410-110, filed 4/26/02, effective 5/27/02.]

#### **Chapter 132H-450 WAC**

### **ENVIRONMENTAL PROTECTION POLICY FOR COMMUNITY COLLEGE DISTRICT VIII**

#### **WAC**

132H-450-010 Implementation of State Environmental Policy Act.

**WAC 132H-450-010 Implementation of State Environmental Policy Act.** (1) It shall be the policy of Bellevue Community College District VIII that all actions taken by the district shall comply with the provisions of chapter 43.21C RCW (the State Environmental Policy Act), chapters 197-11 and 131-24 WAC.

(2) The president of the district or designee shall be responsible for administering and implementing this policy.

[Statutory Authority: RCW 28B.50.140, 03-01-008, § 132H-450-010, filed 12/5/02, effective 1/5/03; 02-10-068, § 132H-450-010, filed 4/26/02, effective 5/27/02.]